

CALIFORNIA COASTAL COMMISSION

LCP PLANNING

GRANT APPLICATION FORM

SEPTEMBER 5, 2013

For Fiscal Year 2013-2014, Governor Brown and the California Legislature approved an augmentation of \$1 million to the California Coastal Commission's budget to support local governments responsible for planning under the [California Coastal Act](#) (Coastal Act) to develop or update Local Coastal Programs (LCPs). A full description of the grant program is available <http://www.coastal.ca.gov/lcp/lcpgrantprogram.html>.

Coastal Commission staff is available to work with local governments and to assist you during the application process. Please note the entire grant application will be public record upon submittal. Click in the shaded text fields to enter text, numbers and dates. The fields will expand to accommodate the data. Press the tab key to move between fields.

APPLICANT INFORMATION

Applicant name (organization): City of Half Moon Bay



PROJECT INFORMATION

Project title: City of Half Moon Bay Local Coastal Program and General Plan Update

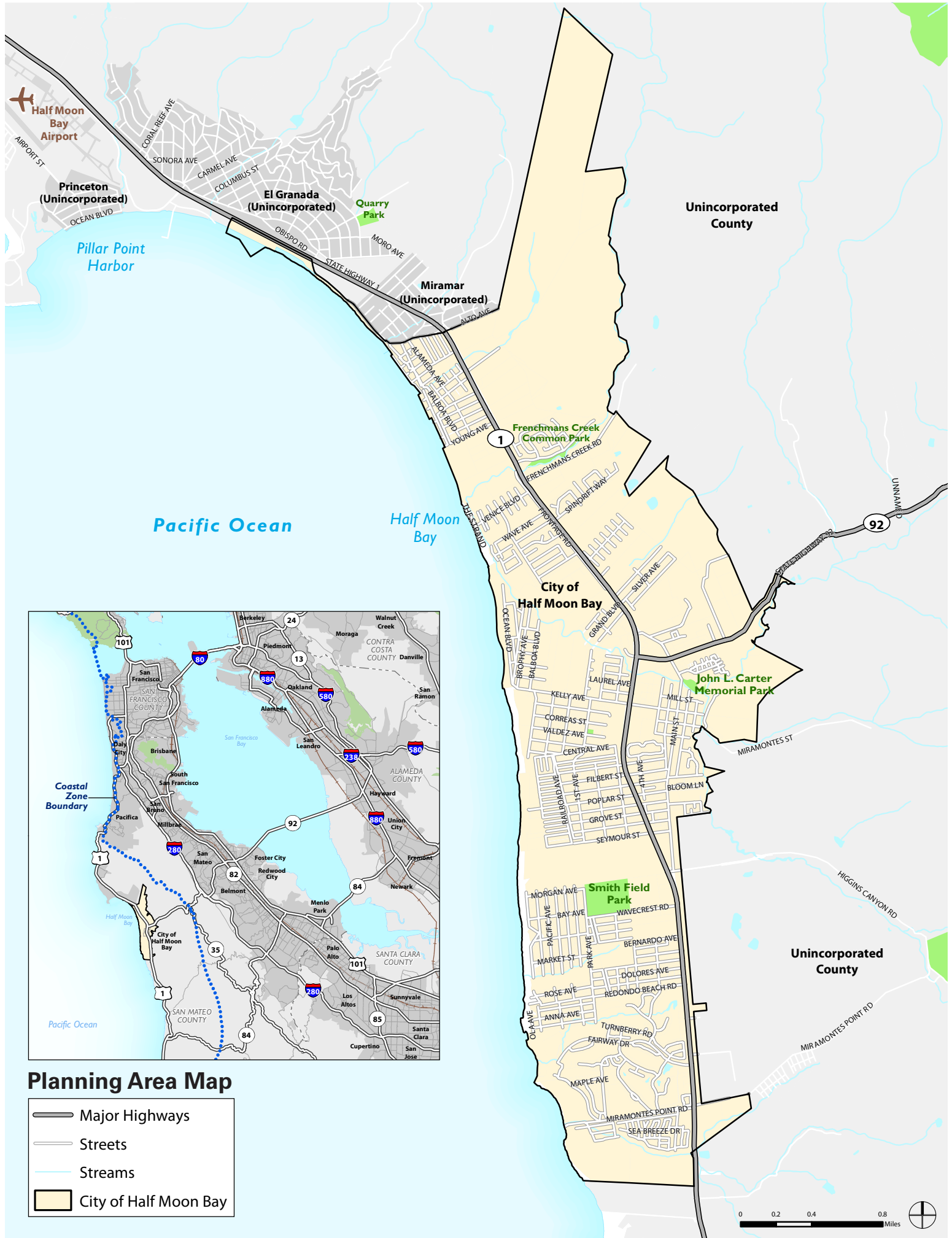
LCP/ LCP Segment: Half Moon Bay

Project location: City / Geographic area: Half Moon Bay

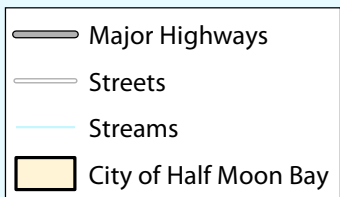
County: San Mateo

Project timeline: Start date: September 2013

End date: December 2015



Planning Area Map



I Project Description

A. GOALS AND OBJECTIVES

Half Moon Bay is located along the Pacific Coast of San Mateo County, and is home to some of the most beautiful coastline that California has to offer. It is one of only two California cities—and the only one in the San Francisco Bay Area—that is contained completely within the California Coastal Zone. Opportunities to access and enjoy the coast contribute significantly to the community's identity – the 6.5-square mile city has nearly six miles of shoreline, including four miles of Half Moon Bay State Beach, as well as Surfer's, Dunes, and Poplar beaches. Half Moon Bay's combination of coastal-town friendliness, beaches, and natural beauty make it the most-visited coastal community in the Bay Area.

The city's existing Local Coastal Program (LCP) dates largely to 1980, with minor amendments made in 1993, and is woefully inadequate to guide land use development and resource protection as they are taking place in the city today. It no longer reflects the community's current conditions or priorities, and is unable to address key emerging issues, recent Coastal Commission decisions, or contemporary policy and procedural concerns that are imperative to the protection of coastal resources and public enjoyment of the coast. Maps and graphics are very limited, and out of date. Additionally, the city's LCP and General Plan, which share identical boundaries, are not cohesively integrated. The General Plan, also outdated, even lacks the state-mandated Open Space and Conservation elements necessary to successfully interface with the LCP's resource management goals.

Recognizing the critical need for integrated planning based on current information, the City has initiated an update of its LCP in conjunction with an update of its General Plan, funding the first year (fiscal 2013-2014) of the effort. Over the course of the update effort, the City will work with a multi-disciplined consultant team (already retained) with expertise in urban planning, coastal planning, environmental resources, transportation, civil engineering, and economics to achieve the following objectives:

1. **Draft a fully updated Local Coastal Land Use Plan (LUP) based on current data and analyses of existing conditions and trends that includes components covering public access, recreation, marine environment, land resources, and coastal-appropriate development, and industrial development.** The LUP will be prepared concurrently with an updated General Plan, and will incorporate relevant discussion, maps, and policies from the General Plan, as well as content unique to coastal issues. The updates will be based on a comprehensive assessment of the city's existing land use characteristics, economic trends and market support for retail and visitor-serving uses, circulation network, coastal accessways and access points, recreational facilities, biological resources, scenic resources, geology and seismicity, water quality, shoreline processes, and infrastructure. Key goals and policies for each of the LCP's plan elements will be identified and incorporated into both the LCP and General Plan updates.
2. **Draft amendments to the Zoning Ordinance to serve as the Implementation Program (IP) component of the updated LCP.** The planning team will identify amendments to bring the IP into conformance with the updated LUP and General Plan, and ensure that implementation is carried through.
3. **Engage with the public throughout the update process to raise awareness of the LCP and its intents, familiarize the community with anticipated changes, incorporate the community's vision and goals, and build support and ownership of the updated LCP.** The update process

will involve a community-building program that reaches and engages a broad range of citizens, generates a constructive dialogue, and addresses community attributes that are affected by land use planning, such as sustainability, physical character, and identity. Approaches will include stakeholder interviews and small group discussions, online forums, public workshops, a communitywide survey, and a Citizen Advisory Committee. Background information, project materials, and draft products will be made available to the public for comment and review. The draft LCP will be formulated based on public input and discussion of alternative land use concepts, and there will be opportunities for the public to review the draft LCP before finalization.

4. **Successfully take the LCP and General Plan updates through the public hearing and adoption processes.** The updated documents will be adopted by the City Council and taken through the Coastal Commission for certification.

B. Project Details

i. Public Benefit/Significance

Its coastal setting impacts all aspects of Half Moon Bay's long-term development—from land use and the economy to infrastructure planning, environmental resources and habitat protection, water quality, hazard mitigation, and agricultural practice. Thus, by completing the major components of LCP planning—public access, recreation, marine environment, land resources, development, and industrial development—Half Moon Bay will be addressing issues of public significance, locally and regionally.

Preserving and Enhancing Coastal Habitat

Half Moon Bay's natural and scenic resources are among the city's greatest assets, and are important factors in the way that the public experiences the coast. In particular, the area's biodiversity acts as a recreational draw, providing opportunities for bird watching and hiking or cycling among distinctive vegetative communities. Healthy ecosystems serve critical functions throughout the city and region, such as mitigating stormwater and runoff, as well as buffering development from wave action and surges. The city's creeks, wetlands, grasslands, woodland, coastlines, and hillsides provide habitat for several special-status species, including the California red-legged frog, Monarch butterfly, San Francisco garter snake, numerous migratory birds, roosting bats and raptor species, and botanical resources.

In the 20 years since the current plans were adopted, regulatory requirements have changed and best practices for maintaining water quality, protecting sensitive species, and protecting against shoreline erosion have evolved. The LCP and General Plan update will be based on a thorough and current inventory and mapping of biological resources, significant viewsheds and viewpoints, hydrological features, and geologic hazards. This evaluation will then be linked to land use decision-making and the project approval process in a consistent and well-defined way, and allow the LCP to respond to the Coastal Commission's detailed policy direction regarding environmentally sensitive habitat areas, shoreline treatment, and marine resources.

Protecting, Providing, and Enhancing Public Access

The shoreline along Half Moon Bay is a six-mile stretch of sandy beach popular with surfers, hikers, cyclists, and visitors seeking access to the shore. Parallel to the shore is the paved Half Moon Bay Coastside Trail, a segment of the California Coastal Trail that offers six miles of continuous lateral access for pedestrians and cyclists from downtown Half Moon Bay to Miramar, with connections to trails and bike routes at the north and south. Ensuring the quality of the beach and trails is of enormous public

benefit, and is essential to maintaining the coastal recreational identity of the mid-Peninsula. Half Moon Bay's LCP update process will enable the city to protect access where it exists, provide additional access where it is needed and appropriate, and enhance the usability and long-term viability of existing accessways and points.

An assessment of neighborhood access to the shoreline will show whether additional access points are needed, and whether existing access points are vulnerable to erosion or encroachment from development or sea level rise. It will also result in an updated inventory of lateral accessways and trails throughout the Planning Area. These studies will allow for the development of policies to ensure adequate coastal access with consideration for sensitive habitats, coastal processes, and future shoreline projections.

Promoting Sustainable Development and Protecting Priority Land Uses

The LCP update process will provide current data and projections regarding population, local and regional market trends, existing land uses, and infrastructure capacity. Along with other studies cataloging the area's natural resources, circulation patterns, and potential hazards, these will inform policies that promote balanced urban growth in sustainable patterns. Such policies would direct growth to areas where development is already clustered and where adequate infrastructure already exists, while setting restrictions on development in hazardous and environmentally sensitive areas.

Understanding the implications of these trends and conditions on land use development and infrastructure provision also supports coastal-related land uses that serve both local residents and visitors. Uses such as coastal recreation and retail, dining, and visitor lodging contribute to the city's character and promote activity within the public realm. Land use planning as part of this process will allow the City to ensure that such priority uses have the ability to develop at an appropriate distance from the shore.

The land use and soils inventories will enable the city to take stock of its agricultural land and identify any areas of prime or otherwise significant farmland. Understanding the locations of these lands and their adjacent uses, the market conditions surrounding both real estate and agricultural production, and challenges to continued production (such as those related to irrigation and nuisances) will enable the city to develop LCP and General Plan policies to prevent or mitigate the loss of its agricultural heritage.

Protecting and Providing Lower Cost Visitor and Recreational Opportunities

Historically, Half Moon Bay has relied heavily on the attraction of its visitor-serving and recreational opportunities. The LCP update project includes an economic assessment focused on enhancing visitation; results of this will be incorporated into a land use plan that reserves adequate areas and infrastructure capacity to meet current and projected facility needs, identifies appropriate sites for visitor-serving or recreational development, and ensures a mix of accommodation types and values over time.

Addressing Climate Change and Sea Level Rise

The City is highly committed to maximizing public benefits of the coast in its sea-level rise planning. Several of the activities included in the LCP update work plan involve developing an understanding of emerging threats to inform policies that address vulnerabilities and build adaptive capacity. Public resources that the City plans to assess include the habitats and biodiversity that enhance the region's coastal character, the beaches and trails that provide public access to the sea, and the proximity to the ocean that provides a setting for coastal-related businesses and services.

Citizen Participation

The work program for the update project includes a robust public participation program. Public participation is essential to the long-term relevancy of the updated LCP – the resulting land use policies will need to complement the community’s vision for the future, and many of the policies themselves are specifically for the public’s benefit. The public participation program will educate the public about the purposes of the LCP, inform the public about current conditions within the planning area, provide opportunities for input regarding key issues, and achieve public ownership of the updated LCP.

ii. Relative Need for LCP Update/Extent of Update

This update of the LCP and General Plan represents the City’s first major effort at comprehensive long-range planning in three decades. The City has identified the update as a priority, as it emerges from a period of financial uncertainty and the region as a whole emerges from the economic downturn.

The update process will build on the momentum and findings of other planning efforts in the region, including the preparation of an Economic Development Action Plan recently initiated by the Half Moon Bay Coastside Chamber of Commerce, the recent adoption and certification of San Mateo County’s Midcoast LCP and work currently underway on the Princeton LCP, and the Army Corps of Engineers’ study of the Pillar Point Harbor breakwater and erosion at Surfer’s Beach.

The project will result in a complete update of the LUP in parallel with the General Plan, ensuring complementary and consistent documents. It will also produce zoning amendments to carry out the updated land use policies and act as the IP component of the LCP. All of the above updates will incorporate current information and data regarding biological and scenic resources, coastal access, shoreline processes, market trends, land use trends, traffic patterns, geology and seismicity, and public input to be collected as part of the update project.

The new LCP will lay the groundwork for understanding and responding to coastal conditions for years to come. Half Moon Bay’s coastal setting impacts all aspects of its long-term development—from land use and the economy to infrastructure planning, environmental resources and habitat protection, water quality and sourcing, hazard mitigation, and agricultural practice. Updated, accurate information about coastal processes, habitats, land uses, and recreational opportunities will allow the City to identify potential threats and adaptation responses. Policies designed to conserve sensitive areas will help preserve important landforms and habitats while minimizing residents’ and visitors’ exposure to coastal hazards. With an updated LCP, Half Moon Bay will be better positioned to act as a steward of its coastal resources.

iii. Addressing Effects of Climate Change

For effective long-range planning, Half Moon Bay needs to understand the effects of climate change, including sea-level rise and other coastal hazards, as well as its vulnerability to these hazards and its adaptive capacity to respond to a changing environment. This understanding can then inform planning policies, as embodied in the LCP and the General Plan, to promote safe and sustainable coastal development in the face of climate change.

Sea Level Rise and Coastal Hazards

An assessment of the vulnerabilities of sea-level rise will commence in early 2014 as part of the update project. According to projections made by the National Research Council, Half Moon Bay can expect sea levels to rise by 4 to 30 cm by 2030, and 12 to 61 cm by 2050. A preliminary assessment of potential

impacts from sea level rise conducted using the Our Coast Our Future (OCOF) mapping tool indicated that a 25 cm rise in sea level poses significant flood risk. Maximum wave run-up in the case of a 20-year storm event could extend as far as the scrubland and wastewater treatment facilities. By 2050, nearly the entire beach along the coast will potentially have been lost, and coastside parking facilities and residential developments may have been impacted by storm surges and erosion.

Flooding and wave run-up could result in loss of some roads, beaches and open spaces, beach parking lots, residential and commercial structures, utilities, and agricultural land uses. These also present numerous challenges for other areas of the city: sewer and stormwater overflows can cause public health problems in residential and commercial areas or contaminate agricultural products. Saltwater inundation or saltwater intrusion can negatively impact agricultural irrigation and soils, and harm sensitive habitats. Loss of recreational space can also negatively impact coastal-dependent or related businesses in the area, many of whom rely on out-of-town visitors. Updated information about wave run-up and storm surges, coastal topography, the condition of infrastructure and public services, and the status of visitor-serving and coastal-dependent or related industry will allow LCP policies to more fully address these concerns. Further, information on potential sea-level rise may be reflected in land use policies in the LUP that restrict development in hazardous areas, and for formulation of standards in the IP that encourage the development of resilient structures. These policies and standards will not only influence public safety, but will preserve the unique coastal atmosphere that is one of the city's prime amenities.

Shoreline Erosion, Shoreline Protection, and Bluff Retreat

The LCP update will address issues associated with beach loss and bluff retreat. There has been growing concern in recent years regarding beach erosion rates along the coast of Half Moon Bay, particularly at the popular Surfer's Beach. The current rate of erosion in the area is accelerated by processes that trap sediment at Pillar Point Harbor just to the north of the city rather than allowing it to naturally replenish sand supplies on the beach. This has resulted in the loss of historical access (for example, due to the installation of riprap along the beach) and the threat of ultimate loss of the beach. Recently, the US Army Corps of Engineers concluded that erosion rates at Surfer's Beach had increased dramatically since 1961. This loss of shoreline is troubling from a recreational standpoint, but it also constitutes potentially significant habitat loss for nesting birds and other species. Rising tide levels, permanent changes in the waterline, and more powerful storm surges all threaten significant aspects of Half Moon Bay's shoreline and recreational opportunities in San Mateo County.

Through the planning process, the City will develop an updated understanding of existing shoreline characteristics, physical processes, and rates of erosion and bluff retreat. This will help identify areas in need of special attention or more intensive shoreline management, as well as those hazardous areas where development and other activities should be restricted. This information will also highlight opportunities for cooperative beach nourishment programs with San Mateo County, the State, and other local agencies.

These shoreline studies will allow for the development of policies to ensure sustainable public access to the area's beaches and trails, including comprehensive trail and recreation policies to ensure adequate coastal access with consideration for sensitive habitats, coastal processes, and future shoreline projections. Additionally, the City may develop informed policies to address shoreline erosion, protection, and maintenance through land use and development standards, protective structures or other measures in cooperation with stakeholders and other agencies.

Climate Change and Habitat Protection

As part of the planning process, the City will develop an updated inventory of habitat types and locations, and assess the current health and status of communities and species. This study will allow planners to determine threats to environmental quality and ecosystem health that are either directly related to sea-level rise—such as inundation or saltwater intrusion—or which may compound the negative effects of sea-level rise, such as the accumulation of pollutants or disturbance from human activity. The assessment will analyze shoreline retreat and its impacts on nesting birds and other species, and policies will be outlined to mitigate threats to coastal habitats to reduce vulnerabilities to sea-level rise, and support natural communities in adapting to changing systems.

Fire Hazards and Emergency Management

As part of the LCP update, the planning team will consider the impact that new development may have on emergency and evacuation routes, and assess the city's capability to respond to wildfire and flooding hazards that may result from changing weather patterns.

Greenhouse Gas Reduction

Land use and circulation policies to be revised as part of the joint LCP and General Plan update will seek to reduce greenhouse gas emissions. Likely strategies include encouraging non-motorized transportation and mass transit, promoting development patterns and urban design that decrease distances between potential destinations and encourage walking, lowering emissions associated with municipal operations, and planning for the development of jobs and local-serving businesses to allow residents to avoid commuting or traveling to other communities for their daily needs.

iv. Likelihood of Success/Effectiveness

The overall scope of work for this project consists of 10 systematic tasks designed to gather information on existing conditions, opportunities, and threats; encourage community involvement and build public support for the updates; facilitate input from decision makers such as the Planning Commission, City Council, and Coastal Commission; and guarantee compliance with state regulations such as the California Environmental Quality Act and the California Coastal Act. The City has retained, through a competitive process, a team of highly specialized firms with expertise in each of these areas, in the issues relevant to each LCP component, and in the issues that affect this unique geographic setting.

Public Participation

To ensure that the final LCP genuinely reflects the community's vision, the update process relies on a robust public participation component to inform and review the work in each task. Engagement will be achieved through a multi-pronged program that encourages participation of a wide range of community members (residents, business owners, property owners) and interested groups and agencies.

An effective public participation program creates confidence in the planning process, is meaningful and outcome-driven rather than just process-oriented, and rallies the community behind the proposed amendments. Our approach emphasizes engaging participants in positive and productive dialogue. Initially, the dialogue seeks to share concerns, information and goals. On this foundation, participants can succeed in developing a shared vision collaboratively and in the community's own voice. By maintaining engagement through a variety of means and media throughout the project, we will not only hear from the community up front, but continually check back in to ensure that plan outcomes reflect the direction given. Components of the Public Participation Program include:

- **Stakeholder interviews** with representatives of public agencies, community leaders, property and business owners, environmental advocates, and others;
- **Online engagement** that provides a forum for community dialogue and gives the public access to information and materials related to the project;
- **Community conversations** with members of the community in individual and small group settings with targeted outreach to underrepresented groups;
- **Communitywide workshops** to synthesize issues, visions, and policies at the communitywide scale, using innovative techniques that engage interest, maximize opportunities for input, and send a message that the input has been heard and considered in the planning process;
- **Citizen Advisory Committee** to provide input on key issues, review products and draft policies, and serve as ambassadors to the larger community;
- **Planning Commission and City Council** meetings and study sessions that take place at every milestone to ensure that we are on the right track in terms of process and policy direction;
- **Coastal Commission** consultations, updates, and study sessions as necessary to ensure a smooth certification process.

The City is in full support of the update project, as evidenced by the attached draft resolution that is proposed for adoption by the City Council. The City has already allocated \$250,000 to cover the first fiscal year (to June 2014) of work, and is working to secure funding for the remaining 16 months. The project initiated in September 2013 and will be moving into the second and third tasks by 2014.

v. Workload and Permit Streamlining

Because of the lack of cohesive, integrated long-range planning instruments, and outdated zoning rules, processing of development permits can often take a long time. Much of the city is zoned Planned Development; development on these sites requires preparation of a specific plan, even for small parcels, which is financially infeasible in most situations, and has limited land use adaptation to changing economic conditions. This also requires additional staff resources for planning and processing. The updated LCP and General Plan will address these inefficiencies through revisions to the city's land use designations and implementing ordinances. LCP policies will be developed to a level of detail that ensures a clear understanding of how they will be implemented. New zoning regulations will implement plan policies with clear direction and straightforward standards.

vi. Project Integration/Leverage/Matching Funds

The LCP and General Plan will be closely coordinated through shared outreach, analysis, and land use planning, and will be developed concurrently along with integrated zoning amendments. The result will be stronger connections between coastal land use policies and long-range planning as a whole. By approaching both updates together, the City will be able to leverage resources and focus momentum and public awareness toward a single comprehensive process.

Additionally, the City has been awarded \$70,000 through the Local Coastal Program Sea-level Rise Grant Program administered by the Ocean Protection Council, California Coastal Commission, and State Coastal Conservancy to cover activities such as beach erosion analysis, habitat conservation, transportation/parking and public coastal access, and land use planning.

The City is prepared to fund all remaining project costs not covered by grant funding.

2 Work Program and Schedule

SCHEDULE

Proposed starting date: September 2013

Estimated completion: December 2015

WORK PROGRAM

This work program lists tasks associated with the LCP portion of the General Plan and LCP update. For the full work program, including detailed descriptions of each subtask, please see the attached Scope of Work.

	Complete Date
Task 1. Project Initiation and Community Involvement Strategy	<i>December 2013</i>
<i>LCP funding would not be applied toward this task.</i>	
Task 2. Visioning & Issue Identification	<i>April 2014</i>
<u>Objective/Organization</u> The objective of this task is to identify and understand community concerns and establish a coordinated and realistic direction for the future founded on a community-based strategic vision. We will lead a community building program that reaches and engages a broad range of citizens, generates a constructive dialogue, and addresses the core attributes that a general plan can shape: sustainability, physical character and community identity.	
1.1 Citizen Advisory Committee Meeting #1	
1.2 Press and Media Releases	
1.3 Newsletter and Mail-in Survey	
1.4 Community Conversations	
1.5 MindMixer and Social Media	
1.6 Stakeholder Interviews	
1.7 Targeted Outreach	
1.8 Community Conversations Memo	
1.9 Community Workshop #1: Vision, Issues and Priorities	

1.10 Community Building Report	
1.11 Citizen Advisory Committee Meeting #2 on Community Vision Report	
<u>Outcome/Deliverables</u> <ul style="list-style-type: none"> • Press and Media Releases • Newsletter and Survey • Stakeholder Interview Memorandum • Survey Results Report • Memorandum on Community Workshop Results • Community Building/Vision Report 	
Task 3. Existing Conditions, Trends, and Opportunities Assessment	<i>May 2014</i>
<i>LCP funding would not be applied toward this task.</i>	
Task 4. Alternatives	<i>August 2014</i>
<u>Objective/Organization</u> In this task, building on identified issues, opportunities and challenges, we will formulate up to three concepts for alternative land use and circulation patterns for the city that address the community vision and concerns identified in Task 2 and the key issues determined in the technical analysis in Task 3.	
4.1 Draft Land Use Alternatives	
4.2 Multi-modal Improvement Concepts, Options & Implementation Strategies	
4.3 Alternatives Evaluation	
4.4 Citizen Advisory Committee Meeting #3 on Alternatives	
4.5 Press and Media Releases on Alternatives	
4.6 Email Newsletter	
4.7 Community Workshops #2 and #3: Land Use Alternatives, Plan Issues and Policies	
4.8 MindMixer	
4.9 Alternatives Workbook and Summary	

<u>Outcome/Deliverables</u> <ul style="list-style-type: none"> • Press Release on Alternatives • Email Newsletter • Alternatives Workbook • Community Workshop Summary • Fiscal Evaluation of alternatives (optional) 	
Task 5. Preferred Plan, Key Goals, and General Plan/LCP Outline	<i>November 2014</i>
<u>Objective/Organization</u> <p>In this task, we will identify the preferred land use plan, and develop a framework for policy development, covering community enhancement, economic development, coastal resource protection and circulation. We will also draft outlines for the General Plan and LCP, and evaluate changes needed to bring zoning into conformance with the updated Plans.</p>	
5.1 Prepare Preferred Plan	
5.2 General Plan and LCP Outlines and Policy Framework	
5.3 Review Preferred Plan and Policy and Framework Concepts with Citizen Advisory Committee	
5.4 Press and Media Releases on Preferred Plan	
5.5 Email Newsletter	
5.6 Planning Commission/City Council Joint Sessions on Preferred Plan, Policy Framework, and Plan Outlines	
5.7 Zoning Consistency Analysis	
5.8 Agency Meetings	
5.9 Notice of Preparation for the EIR, and EIR Scoping Meeting	
<u>Outcome/Deliverables</u> <ul style="list-style-type: none"> • Preferred Plan • Memo on Policy and Framework Concepts • General Plan and Local Coastal Land Use Plan Outlines, with Key Goals and Policies for Each Element • Email Newsletter 	

<ul style="list-style-type: none"> • Press Release • Sample Plan Formats • Zoning Consistency Analysis Memo • Notice of Preparation for EIR 	
Task 6. Draft General Plan and Local Coastal Land Use Plan Update	<i>April 2015</i>
<u>Objective/Organization</u> The objective of this task is to prepare the full Draft General Plan, incorporating the major substantive content developed during preceding tasks and work previously completed for the Circulation Element. The Plan will be drafted in parallel to the drafting of the Local Coastal Land Use Plan, ensure consistency, minimizing redundant efforts, and meeting the local coastal program requirements of the California Coastal Act.	
6.1 Administrative Draft General Plan	
6.2 Administrative Draft Local Coastal Land Use Plan	
6.3 Draft General Plan and Draft Local Coastal Land Use Plan	
6.4 Citizen Advisory Committee Meetings	
<u>Outcome/Deliverables</u> <ul style="list-style-type: none"> • Admin. Draft General Plan • Draft General Plan • Admin. Draft Local Coastal Land Use Plan • Draft Local Coastal Land Use Plan 	
Task 7. Housing Element	<i>February 2015</i>
<i>LCP funding would not be applied toward this task.</i>	
Task 8. Zoning Update and Local Coastal Implementation Plan	<i>July 2015</i>
<u>Objective/Organization</u> The new draft General Plan will result in the need to updating the City's Zoning Ordinance.	
8.1 Draft Zoning Code Amendments	
8.2 Citizen Advisory Committee Meeting	

8.3 Planning Commission/City Council Work Session	
8.4 Revised Amendments	
8.5 Prepare Local Coastal Implementation Plan	
<u>Outcome/Deliverables</u> <ul style="list-style-type: none"> • Draft Zoning Code Amendments • Revised Zoning Code Amendments • Local Coastal Implementation Plan 	
Task 9. General Plan and Local Coastal Program EIR	<i>August 2015</i>
<i>LCP funding would not be applied toward this task.</i>	
Task 10. Hearings and Adoption	<i>December 2015</i>
<u>Objective/Outline</u> <p>The objective of this task is to conduct public review and successfully take the Draft General Plan and Local Coastal Program Updates and related environmental documentation through the public hearing process. Following public review by the City Council, documents will be revised to incorporate specific text and diagram changes made by the City Council for adoption. Following adoption, we will prepare final versions for submittal to the Coastal Commission.</p>	
10.1 Press and Media Release on General Plan and LCLUP Updates	
10.2 Conduct Community Open House	
10.3 Public Hearings	
10.4 Prepare City Council-Approved Plan Updates	
10.5 Provide GIS and all Files to the City	
10.6 Coastal Commission Application	
10.7 Coastal Commission Hearings	
<u>Outcome/Deliverables</u> <ul style="list-style-type: none"> • Newsletter • Press Release • Findings of Fact (and Statement of Overriding Considerations, if needed) 	

<ul style="list-style-type: none"> • Final General Plan (in Web-ready and publication formats) • Final Local Coastal Land Use Plan (in Web-ready and publication formats) • GIS Files 	
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BENCHMARK SCHEDULE FOR GRANT-FUNDED TASKS

ACTIVITY	COMPLETION DATE
4.9 Alternatives Workbook and Summary	August 2014
5.2 LCP Outline and Policy Framework	November 2014
6.2 Administrative Draft Local Coastal Land Use Plan	February 2015
6.3 Draft Local Coastal Land Use Plan	April 2015
8.5 Prepare Local Coastal Implementation Plan	July 2015
10.3 City Council and Planning Commission Hearings	September 2015
10.6 Coastal Commission Application	November 2015

3 Budget

APPLICATION BUDGET INFORMATION

Funding Request: \$150,000 **Total Project Cost:** \$300,000 (LCP update only); \$796,910 (Full project)

Project Funding Sources

The full project cost includes activities related to the General Plan and Zoning Ordinance updates that may not be directly associated with the LCP update. The LCP Update column of this table denotes the anticipated cost of work directly associated with the LCP update. Requested funding will be applied to these activities only.

Task Number	Task	Total Cost (Full Project)	Total Cost (LCP Update)	Allocation of total cost among all funding sources		
				Applicant's funding	LCP Grant Funding	Other Funds (define below)
1	Project Initiation and Community Involvement Strategy	\$29,004	\$0	\$29,004	\$0	\$0
2	Visioning and Issue	\$85,270	\$32,005	\$69,268	\$16,002	\$0

	Identification					
3	Existing Conditions, Trends, and Opportunities Assessment	\$171,428	\$0	\$156,428	\$0	\$15,000
4	Alternatives	\$86,738	\$86,740	\$43,368	\$43,370	\$0
5	Preferred Plan, Key Goals, and General Plan/LCP Outline	\$34,350	\$35,250	\$16,725	\$17,625	\$0
6	Draft General Plan and Local Coastal Land Use Plan Update	\$111,877	\$69,940	\$54,907	\$34,970	\$22,000
7	Housing Element	\$37,450	\$0	\$37,450	\$0	\$0
8	Zoning Updates and Local Coastal Implementation Plan	\$65,380	\$63,994	\$383	\$31,997	\$33,000
9	General Plan EIR	\$148,063	\$0	\$148,063	\$0	\$0
10	Hearings and Adoption	\$27,350	\$12,072	\$21,314	\$6,036	\$0
TOTAL		\$796,910	\$300,000	\$576,910	\$150,000	\$70,000

Other Funding Sources (not including in-kind services)

\$ Amount	Source of funds	Status (Committed, Applied, etc)
\$70,000	Local Coastal Program Sea Level Rise Adaptation Grant	Committed

In-kind Services:

City staff will provide in-kind services. Costs for these are not quantified, and are not part of the grant application.

BUDGET SUMMARY

Grant Application Budget Form

Organization Name: *City of Half Moon Bay*
Project Title: *LCP and General Plan Update*
Requested Amount: *\$150,000*

	Grant Request Budget	Total Project Budget (if different)
Personnel:		
Salaries and Wages ⁽¹⁾	N/A	N/A
Benefits ⁽²⁾	N/A	N/A
<i>Total Personnel</i>	N/A	N/A
Operating Expenses		
Postage/Shipping	N/A	N/A
Supplies/Materials ⁽³⁾	N/A	N/A
Travel ⁽⁴⁾	N/A	N/A
Indirect Costs ⁽⁵⁾	N/A	N/A
Other:		
Consultant (Dyett & Bhatia Urban and Regional Planners + supporting sub- consultants)*	\$150,000	\$300,000
<i>Total Operating Expenses</i>	\$150,000	\$300,000
Total Budget	\$150,000	\$300,000

*See attached detailed budget for consultant expenses by task, including rates and hours for each position.

⁽¹⁾ Attach an explanation of rate(s) and hours for each position for which funds are being requested.

⁽²⁾ Amount requested for benefits not to exceed 40% of amount requested for salary or wage.

⁽³⁾ Include a list of the major supplies and materials and how much they cost.

⁽⁴⁾ Travel reimbursement rates are the same as similarly situated state employees.

⁽⁵⁾ Indirect costs include, for example, a pro rata share of rent, utilities, and salaries for certain positions indirectly supporting the proposed project but not directly staffing it. Amount requested for indirect costs should be capped at 10% of amount requested for "Total Personnel."

4 Resolution

The following resolution will be presented to the City Council for approval on December 3, 2013.

Resolution No. C-2013-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY DIRECTING STAFF TO SUBMIT A GRANT FOR LOCAL COASTAL PROGRAM PLANNING TO THE CALIFORNIA COASTAL COMMISSION AND AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO EXECUTE ALL NECESSARY DOCUMENTS RELATED TO GRANT APPLICATION

WHEREAS, the Budget Act of 2013 provides an appropriation of \$1 million for Coastal Commission grants in FY 13-14 to local governments to support Local Coastal Program (LCP) planning, and

WHEREAS, the California Coastal Commission, under the authority of the California Coastal Act, may provide financial assistance to support coastal planning and has approved a competitive grant program to provide such financial assistance for LCP planning; and

WHEREAS, the goal of the grant program is to develop new or updated LCPs in conformance with the California Coastal Act and to reflect current circumstances and new scientific information, including new understandings and concern for the effects of climate change, and

WHEREAS, grant proposals submitted under this grant program must complete land use plan and/or zoning work to either achieve submittal for certification of a Local Coastal Program (LCP) or an Area of Deferred Certification (ADC) or of an LCP Amendment to significantly update a certified LCP or LCP segments, including with special emphasis on effects of climate change and sea-level rise;

WHEREAS, the City of Half Moon Bay desires to pursue a project that would result in the completion and submittal for certification by the California Coastal Commission of an Amendment to update the LCP; and

WHEREAS, the City of Half Moon Bay commits to and agrees to fully support a planning effort intended to update a certified LCP pursuant to the provisions of the California Coastal Act, with full public participation and coordination with the Coastal Commission staff.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Half Moon Bay hereby:

1. Directs City of Half Moon Bay staff to submit the grant application package attached hereto as Attachment 1 to the California Coastal Commission to provide financial and planning assistance, under authority of the California Coastal Act, in the amount of \$150,000 to fund the project more particularly described in the grant application package.

2. Authorizes the City Manager or her designee of the City of Half Moon Bay to execute, in the name of the City of Half Moon Bay all necessary applications, contracts and agreements and amendments thereto to implement and carry out the grant application package attached hereto and any project approved through approval of the grant application.

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 3rd day of December 2013 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Siobhan Smith, City Clerk

Rick Kowalczyk, Mayor

Appendix A: Scope of Work

This attachment contains the full scope of work for the General Plan/LCP Update.

GENERAL PLAN/LCP UPDATE SCOPE OF WORK

The anticipated work program would consist of updates to the seven mandated elements: Land Use, Circulation, Conservation, Open Space, Safety, Noise, and Housing. The Conservation and Open Space elements would be combined, as recommended in the Matrix Consulting report. The Circulation Element is in the process of being updated now, but will need to be synthesized with the rest of the Plan. The elements will be integrated into one coherent General Plan that will be the basis for future zoning and other ordinance updates. The General Plan update will incorporate all of the requirements of a Local Coastal Land Use Plan, and will result in a separate LCLUP document. Central to both the General Plan and LCLUP will be a land use diagram identifying the location of all land use types. A complete set of GIS shapefiles underlying this and all accompanying maps will be provided.

This section outlines our proposed work program for the Half Moon Bay General Plan Update. The program is organized into ten tasks, from project initiation to hearings and adoption, incorporating the work outlined in Scope of Services section of the Request for Proposals. The sequence of work products, community workshops, Citizen Advisory Committee meetings, and Planning Commission, City Council, and Coastal Commission hearings are graphically illustrated in Section 3.1: Schedule.

The task-by-task descriptions that follow present our approach to community outreach, data collection, alternatives analysis, policy formulation and preparation of documents. Each task description includes a purpose statement and timeframe at the beginning in italics followed by a detailed description of deliverable formats and content. The timeframes identified in this scope of services assumes a project start date of July 2013.

Initials in parentheses identify the lead firm for each sub-task:

- D&B: Dyett & Bhatia, Urban and Regional Planners
- PDC: Public Dialogue Consortium
- EPS: Economic & Planning Systems
- SWCA: SWCA Environmental Consultants
- DKS: DKS Associates
- NN: Nelson \ Nygaard
- NC: Noble Consultants
- BKF: BKF Engineers
- I&R: Illingsworth & Rodkin

Phase 1: Visioning and Existing Conditions Analysis

Task 1: Project Initiation and Community Involvement Strategy

Timeframe: September - December 2013

Objective: The consultant team will engage with City staff and other appropriate representatives to understand key issues, organize background materials and baseline data, clarify the work plan and prepare the public participation program. The objective of this task is to identify and understand community issues and visions, and establish a coordinated approach to the project.

This task corresponds with the “Getting Started” phase of the SHEDD community outreach program. This phase involves building infrastructure and capacity to gain the desired public and partner participation in the planning process.

- 1-A Conduct a Kick-Off Meeting with City Staff (Team).** Meet with key staff members and representatives from other relevant public agencies to discuss their ideas and aspirations for the project. At this meeting, data sources will be identified, roles and responsibilities will be clarified, communication protocols will be established, and work program modifications will be discussed. Following the kickoff meeting, we will tour the planning area with staff.

- 1-B 1-B.** Review Background Information and Prepare Base Map (Team). The consultants will review materials including the current General Plan, 2007-2014 Housing Element, Local Coastal Program Land Use Plan, Zoning Ordinance, Downtown Specific Plan, Residential Dwelling Unit Allocation System, recent staff reports and environmental documents for projects in the planning area, and other relevant documentation such as public facility plans and technical studies on shoreline characteristics, environmental resources, etc. The consultants will also become familiar with the City's development entitlement process, existing conditions and community character, other relevant planning efforts underway, and the history of community input processes to date.

We will use pertinent documents and GIS data provided by City staff to prepare base maps showing existing roads and rights-of-way and surrounding land uses. Additional maps will be produced as part of the existing conditions analysis (Task 3).

- 1-C Develop a Detailed Public Participation Program (D&B, PDC).** An extensive public participation will be developed in coordination with City staff, using the components identified in Section 1.1. The public participation program will outline topics and estimated dates for all public meetings, public workshops, Citizen Advisory Committee meetings, community conversations, and other outreach tools for the plan update, as well as strategies for noticing, communication, and the project website.
- 1-D Identify Citizen Advisory Committee (Staff).** We will support City staff efforts as needed in formulating the committee.
- 1-E Establish Initial Email Database (D&B, Staff).** Compile initial electronic database of email addresses available from City, such as business emails from business license records.

- 1-F Establish Project Website/Online Engagement Interface (PDC).** Public Dialogue Consortium will organize and develop content for online engagement interface (Mind-mixer) and set up social media engagement processes.

- 1-G Print Materials (D&B, PDC Input).** Develop print materials for marketing online engagement interface, including (1) small poster/flyers for display in select community locations and (2) handout cards for distribution through community conversations.

- 1-H Community Conversations Database (PDC, D&B Input).** Public Dialogue Consortium will establish Community Conversations protocol and set up technology tools for compiling data. These conversations will be conducted as part of Task 2.

- 1-I Community Conversations Training (PDC).** PDC will identify a group of Student Intern Coordinators to work directly with students, and support logistics and follow-up for community conversations. Students from Skyline College (and other colleges as appropriate) will be prepared to conduct and document community conversations.

- 1-J Apply for Planning Grants.** Lead the preparation of the following grant applications: California Strategic Growth Council Sustainable Communities Planning Grant (Round 3); LCP Sea Level Rise Adaptation Grant, administered by the California Ocean Protection Council.

Meetings	Products
<ul style="list-style-type: none"> Kick-Off Meeting with City Staff 	<ul style="list-style-type: none"> Base Map Public Participation Program Initial Email Database Interactive Project Website Print materials for Community Conversations Community Conversations Database

Task 2: Visioning & Issue Identification

Timeframe: December 2013 - April 2014

Objective: The objective of this task is to identify and understand community concerns and establish a coordinated and realistic direction for the future founded on a community-based strategic vision. We will lead a community building program that reaches and engages a broad range of citizens, generates a constructive dialogue, and addresses the core attributes that a general plan can shape: sustainability, physical character and community identity.

This task encompasses the “Hearing the Voices” and “Enriching the Conversations” stages of the SHEDD community engagement program. “Hearing the Voices” is about community building through broad outreach and personalized interaction with community members. The community conversations are a way to build a shared community identity and a positive and engaged relationship between residents and their city government. Planning outcomes are to establish the initial community vision and begin to identify key issues from the community perspective that the Plan will need to address.

The “Enriching the Conversations” phase involves targeting outreach to bring in diverse voices that may not have been adequately heard, and by convening the community to work with the aspirations, values, issues and potential actions expressed through community conversations.

2-A Citizen Advisory Committee Meeting #1 (D&B, PDC input). Staff and consultants will meet with the General Plan Citizen Advisory Committee, using a “community conversation” format. The goals will be to engage committee members in the planning process; encourage outreach and promotion of the community workshops; and result in referrals and offers to lead small group conversations around the community.

2-B Press and Media Releases (PDC). Press and media releases will be prepared and distributed to local media (Half Moon Bay Review, Half Moon Bay Patch) to announce the General Plan process and outreach activities, and used with the interactive project website and the newsletter.

2-C Newsletter and Mail-in Survey (D&B, input from PDC). To ensure broad-based community input, we will conduct a mail-in survey sent to all residential addresses in the city (approximately 4,500). The survey will be part of a newsletter, which will explain the objectives of the General Plan update program, key issues to be addressed, and opportunities for public participation. The survey will be postage pre-paid for easy return. D&B will also be responsible for printing, postage, and mailing of the survey, with mailing list and return postage permit to be provided by the City. If addresses are not available in an easy to use database from the City, mailing will be done to all residential addresses in the 94019 zip code, which also includes El Granada. D&B will get hard copies (or PDFs) of the completed surveys from the City, and will be responsible for coding and analysis. The survey can be bilingual (English and Spanish), if so desired.

Survey results will be compiled, and detailed cross-tabulations will be produced. Results of the analysis will be presented in a report written in clear and simple language, and an electronic copy of the cross-tabulations will be provided to the City.

2-D Community Conversations (PDC). The “community conversations” are interviews or small group discussions organized by a simple set of aspirational questions asking about the kind of community that residents want to live in, what is important to them about their community, and what actions they believe would help move their community toward the future they would like to see. These face-to-face and phone based conversations would largely be facilitated by student interns from Skyline College, trained by PDC. The face-to-face conversations would take place at community events (such as the Oct. 19-20 Pumpkin Festival) and gathering places, as well as at scheduled meetings arranged through referrals from the Citizen Advisory Committee and other community members. PDC will conduct multiple conversations at three events/locations.

PDC will work with Student Intern Coordinators to support and supervise student-led community conversations and follow-up documentation. An online database of communication conversation data will be maintained and periodically reviewed. Quotes will be shared through Mindmixer.

- 2-E MindMixer and Social Media (PDC, D&B).** The public will be invited to engage with each other around a matching set of questions through an online interface (Mind-Mixer) and through social media, including the City's Facebook page. PDC and D&B will monitor and respond to comments on Mind-Mixer, update information about the project and share quotes and photos from face-to-face and phone based community conversations, to build an increasing awareness of community aspirations and the planning process.
- 2-F Stakeholder Interviews (D&B).** Representatives of public agencies, community members, property and business owners, environmental advocates, Planning Commission and City Council members, etc. will be interviewed. Language will be aligned with that used in community conversations. Our budget provides for up to 24 such meetings in two rooms concurrently, over a two-day period. Comments and input from the stakeholder meetings will be summarized in a memorandum.
- 2-G Targeted Outreach (D&B, PDC).** This engagement strategy continues the community conversations, but focuses on those voices that have not been adequately heard and targets issues that are unclear or not addressed through the community conversations. Meetings would be held where groups usually meet, or as informal social hours and coffees.
- 2-H Community Conversations Memo (PDC & D&B).** Develop an initial synthesis document of community conversations data.

- 2-I Community Workshop #1: Vision, Issues and Priorities (D&B, PDC).** An engaging, interactive workshop will be held to further assist the team in understanding community perspectives and ensuring that community priorities are not ignored.

Participants will hear from Student Interns and community members, and work with an initial synthesis document summarizing values, visions, and issues from the conversations. Small and large group work will focus on developing an initial vision and clarifying key issues that the plan needs to address.

- 2-J Community Building Report (D&B, PDC).** The report on Community Building for the General Plan Update will document the activities and outcomes of each community outreach activity completed during this task. The report will synthesize findings into a community vision and set of themes that will guide development of alternatives in Task 4.
- 2-K Citizen Advisory Committee Meeting #2 on Community Vision Report (D&B, PDC).** Meet with the Citizen Advisory Committee to review the Community Vision Report.

Meetings	Products
<ul style="list-style-type: none"> Community Conversations (three locations/events) Meeting with City Staff Citizen Advisory Committee Meetings (2) Stakeholder Interviews (up to 24) Targeted Outreach Meetings (up to 3) Community Workshop #1: Vision, Issues and Priorities 	<ul style="list-style-type: none"> Press and Media Releases Newsletter and Survey Stakeholder Interview Memorandum Survey Results Report Memorandum on Community Workshop Results Community Building/Vision Report

Task 3: Existing Conditions, Trends, and Opportunities Assessment

Timeframe: January - May 2014

Objective: *The objective of this task will be to comprehensively assess the city's existing land use characteristics, economic position, circulation network, environmental resources and constraints, and assess likely future growth and development capacity. This assessment will inform the preparation of land use alternatives and preparation of the General Plan update. Data collected will be used to prepare the EIR environmental settings. Prepare findings in a user-friendly workbook, emphasizing maps and graphics that present physical data clearly.*

3-A Conduct Land Use Survey/Vacant Parcel Survey (D&B). Building on information obtained from the City, focused windshield surveys will be conducted to verify land use data accuracy and to identify underutilized parcels. A complete land use data layer will be prepared, which will also serve as the basis for land use analysis and alternatives.

3-B Prepare Existing Conditions, Opportunities and Challenges Report (D&B, Team). A report will be prepared providing a detailed analysis of baseline conditions, and identify opportunities and challenges for the General Plan update. The presentation will contain extensive graphics, using maps and charts, along with supporting text, and will address the following topic areas:

- *Land Use and Urban Design (D&B).* The land use and urban design analysis will catalogue existing land uses and building typologies in and around the planning area; contain an inventory of planned development by land use based on available data; and a review of existing zoning, General Plan, and other regulations. Opportunity sites will be identified at the parcel level based on fieldwork and land value analysis to determine realistic opportunities for new development and housing sites for the Housing Element.

- *Economics and Fiscal Analysis (EPS).*
 - *Existing Conditions and Trends.* This baseline review will provide a synopsis of long-term economic and real estate trends affecting the City of Half Moon Bay. EPS will consider regional economic factors (e.g., total employment levels, industry-specific growth/contraction) and related real estate market trends. The purpose of this overview is to document the major economic opportunities and challenges that might be addressed by the General Plan Update.
 - *Market Potential and Economic Development Strategies.* The goal of this subtask is to evaluate market support for proposed or potential uses within the City of Half Moon Bay. EPS will collect detailed market data and other relevant information to inform the assessment. Market intelligence will be used to identify potential land uses, and to assess the possible amount and type of these uses given market realities. The data will provide key assumptions related to potential absorption, price trends, and other factors helpful in evaluating feasibility and developing General Plan Alternatives. Special attention will be given to retail and visitor serving uses (e.g. restaurants, hotels, and specialty retail) and the continued role they might play in economic development.
- *Circulation (DKS).* DKS is in the process of completing an update of the Circulation Element for the City of Half Moon Bay. The Circulation Element has not been updated since 1992. The main focus of the current update is the addition of improvements that have recommended in the Highway 1 Traffic Safety Study, for which DKS performed the transportation and traffic analysis.

DKS will prepare a summary document of the existing transportation conditions, including traffic service levels and a discussion of key transportation issues (such as additional north south facilities) the General Plan will need to address.

- *Coastal Access, Parking, and Pedestrian and Bicycle Circulation (NN).* Nelson\Nygaard will prepare a background memorandum focusing on access, barriers and mobility via multiple travel modes. The assessment will address access along and across Highway 1; access to the coast; access to transit; and internal circulation barriers. It will review the sidewalk network and inventory parking capacity, and consider opportunities to improve multi-modal circulation including signal timing and phasing adjustments.
- *Environmental Constraints and Opportunities (SWCA).* Key environmental constraints that may affect planning policy and land use decisions will be analyzed, mapped and summarized. SWCA will complete necessary background research and field work, using environmental documentation for recent projects; records search review; agency consultation; and field reconnaissance surveys. SWCA will coordinate with Dyett & Bhatia and the City to assure that data collection and analysis, GIS mapping, and the Existing Conditions Report sections fully address relevant resources and are completed on schedule. Subjects to be analyzed are as follows:
 - *Aesthetics, Light, and Glare.* SWCA's aesthetics analysis will include identifying regulations and other critical factors applicable to the area; identifying, categorizing and prioritizing key visual resources; discussing the relative sensitivity of potential viewer groups; and analyzing key view corridors.
 - *Biological Resources.* SWCA senior biologists will prepare the analysis of sensitive habitats within the study area, which will include reviewing reports, biological surveys; databases, and aerial photographs; considering Coastal Act and other regulations and policies; completing reconnaissance-level verification surveys; presenting overlays of sensitive habitats and documented species occurrence and potential permitting constraints; and discussing restoration and protection opportunities. Survey efforts will not include U.S. Army Corps of Engineers (USACE) wetland delineations or focused wildlife and seasonal botanical surveys.
 - *Cultural Resources.* The firm's cultural resource specialists will conduct a historic and archaeological resources records search; summarize baseline conditions as appropriate based on confidentiality concerns; provide draft letters and background information to assist the City with SB 18 tribal consultation; and identify Coastal Act policies and applicable regulations.
 - *Geology, Soils, and Seismicity.* The seismic and geological analysis will include review of existing documentation from the City, County, USGS, and Natural Resources Conservation Service (NRCS); identification of local, state, and federal regulations; reconnaissance-level verification surveys; and identification, including photo-documentation, of potential natural hazards that may pose constraints to development or risks to the public.

- *Hydrology and Water Quality.* SWCA will review existing maps and data from federal, State, County, and local agencies; identify Coastal Act policies and applicable local, State, and federal regulations; incorporate relevant biological resource information regarding natural drainages and aquatic resources; incorporate information related to coastal water quality and hazards; and present overlays of watershed boundaries, natural drainage courses, citywide stormwater management, and flood zones.
 - *Shoreline Erosion and Protection (NC).* Noble Consultants will collect and review the existing data resources and information that have previously been commissioned by the City, San Mateo County, the Midcoast Community Council, and other agencies. Technical studies published by the US Geological Survey and UC Santa Cruz are available to reference and document existing shoreline characteristics, physical processes, and historical shoreline and bluff erosion rates. This information will be used to provide the “unasailable science” for assessing significant issues of shoreline erosion and bluff retreat under the existing baseline and future sea-level-rise conditions. No engineering analysis will be performed under this task.
 - *Infrastructure (BKF).* BKF will review relevant engineering materials, including maps and reports related to the existing storm drain, sanitary sewer, water, electric and gas infrastructure, and will complete a site reconnaissance to confirm information for base mapping. Based on our review of the materials provided, we will assess the capacity of the existing infrastructure (sewer, water, and storm drainage), and prepare the technical report summarizing our findings, any capacity upgrade needs, and future opportunities for the City.
 - *Noise (D&B, I&R).* The existing noise environment will be characterized based on both on-site noise monitoring completed by Illingworth & Rodkin, Inc. (I&R) for the Circulation Element Update Project and noise levels projected from traffic volume data. To effectively communicate citywide noise levels, graphic noise contours would be prepared to overlay the City map. The purpose is to provide an updated resource guide for establishing land-use compatibility within the City. Existing noise contour data will be calculated based upon the data collected during the noise monitoring survey and traffic data provided by the City. The contours for 2013 will be based on existing data, field measurements undertaken for the Circulation Element Update by I&R, and noise modeling results.

I&R utilizes several traffic noise models developed by Caltrans and FHWA. These traffic noise models will be used to develop noise contour information for highways, primary arterials, and major collector streets. I&R also utilizes SoundPLAN to model and graphically display transportation-related noise sources and stationary noise sources. I&R will prepare an existing noise contour map on digital base maps supplied to us by the City. I&R prefers to prepare the contours using SoundPLAN if base map files that include roadway and railroad centerlines are available. SoundPLAN files can be directly imported into an ARC GIS database. I&R will prepare the noise contour map in terms of CNEL or Ldn in increments of 5 decibels down to 60 dBA Ldn/CNEL.
- 3-C Prepare Final Existing Conditions, Opportunities and Challenges Report (D&B, Team).** Following staff review of the draft, the report will be revised and finalized for publication.

3-D Present Existing Conditions, Opportunities and Challenges Report to Citizen Advisory Committee (D&B). The Existing Conditions, Opportunities, and Challenges Report will be presented to the CAC, or a Technical Advisory Committee (TAC) if the planning team decides to convene a separate group. The CAC will project team with feedback on the information and analysis in the report. This feedback will inform the land use Alternatives and Plan policies.

3-E Planning Commission/City Council Study Joint Session on Community Vision and Existing Conditions, Opportunities, and Challenges (D&B). The results of the first phase of outreach, culminating in the Community Vision Report, will be presented to a joint session of the Planning Commission or City Council. The Existing Conditions, Opportunities, and Challenges Report will also be presented. The goal of this study session is to provide timely information to decision-makers, and to receive input on key issues.

Meetings	Products
<ul style="list-style-type: none"> • Citizen Advisory Committee Meeting (1) • Planning Commission/City Council Study Session (1) 	<ul style="list-style-type: none"> • Existing Conditions, Opportunities and Challenges Report (draft and final)

Phase II: Choices

Task 4: Alternatives

Timeframe: March - August 2014

Objective: *In this task, building on identified issues, opportunities and challenges, we will formulate up to three concepts for alternative land use and circulation patterns for the city that address the community vision and concerns identified in Task 2 and the key issues determined in the technical analysis in Task 3. The alternatives will also aim to present the city with real economic development strategy choices and an assessment of their impacts and implications.*

This task corresponds with the “Deliberation” phase of the community outreach approach (SHEDD), bringing community members together in two deliberative forums where they work in small and large groups to engage in weighing the pros and cons of various options. Mindmixer supports the deliberative process by offering online ranking of options supplemented by discussion forums to explore tradeoffs.

4-A Draft Land Use Alternatives (D&B). Three alternative land use options for accomplishing the goals of the General Plan/LCP update will be prepared. The alternatives will be sensitive to the issues, opportunities, and constraints identified in the Existing Conditions, Opportunities, and Challenges Assessment and the community workshops, and offer real choices. Alternatives will also consider housing sites, alternative transportation, coastal access, and environmental conservation.

4-B Multi-modal Improvement Concepts, Options & Implementation Strategies (NN). Mobility and access improvements will be derived from the key opportunities & constraints identified in the Existing Conditions assessment, in tandem with coordination with input received during Circulation Element meetings held to date, and based input received through the community engagement process. Concepts will consider improvement options for all bicycles, motor vehicles, pedestrians, and transit users, incorporating a variety of roadway and intersection designs.

4-C Alternatives Evaluation (Team). Relative merits, impacts, and disadvantages of the alternatives will be assessed. Comparative impacts in terms of the balance of land use, design, density, population growth, mobility, environmental constraints, and other factors of concern will be prepared for presentation in narrative and tabular form. The evaluation will include:

- *Feasibility Testing (EPS).* Based on market data collected, EPS will test the financial feasibility of up to three development concepts at specific opportunity sites identified through the planning process. Feasibility testing will rely on a static financial pro forma model that considers the potential value of a real estate development concept relative to its development cost. The analysis will provide a high-level screening of use formats to inform the General Plan alternatives. If a development concept is found to be marginally infeasible, EPS will identify potential strategies for addressing the value shortfall.
 - *Transportation (DKS).* DKS will analyze the transportation impacts of three future land use alternatives for the General Plan and EIR, and submit the inputs to one of the pre-approved consulting firms to run the C/CAG 2011 Travel Model. The City of Half Moon Bay would be billed directly for the model runs, and cost would be dependent on similarity to existing runs and changes to the land use. For the future assumed alternative, DKS will identify the extent of Half Moon Bay area development anticipated over the General Plan horizon under the current General Plan. The land use will be quantified by local traffic analysis zone and the net new development anticipated within each zone will be identified. Trip generation forecasts will be made for each zone assuming applicable trip generation rates. The assumed development and land use will be modified according for each of the additional alternatives. A Foothill bypass alternative is also anticipated.
 - *Environmental Constraints and Opportunities (SWCA).* SWCA will provide a qualitative summary comparison of the potential implications of each land use alternative for water quality and hydrology; biological resources; cultural resources; aesthetics; geological and seismic hazards.
- 4-D Citizen Advisory Committee Meeting #3 on Alternatives (D&B).** The alternatives will be reviewed with the CAC. Some policy issues must necessarily be considered and resolved during the review of alternatives. The Committee will convene as needed (up to 2 meetings) to provide the project team with feedback.
- 4-E Press and Media Releases on Alternatives (PDC).** Press and media release drafts will be provided to City staff/the City's PR consultant for distribution to local media (Half Moon Bay Review, Half Moon Bay Patch) to introduce the land use alternatives and advertise the upcoming community workshops.
- 4-F Email Newsletter (PDC).** We will prepare an electronic newsletter announcing the land use alternatives and upcoming workshops, distributing it to the email database.
- 4-G Community Workshops #2 and #3: Land Use Alternatives, Plan Issues and Policies (D&B, PDC).** Two community workshops will be held, one on a weekday evening and one on a Saturday. The presentations will be concise, graphically rich, and easy to understand. These deliberative forums will combine small group work potentially with keypad voting to enable participants to explore options and the tradeoffs they entail, to express preferences, to discuss the differences among preferences, and to honor divergent perspectives while moving toward shared recommendations for action.
- 4-H MindMixer (PDC, D&B).** Social media interfacing with MindMixer offers an alternative way to comment on options and express priorities.

- 4-I **Alternatives Workbook and Summary (D&B).** The land use alternatives will be presented in a workbook, together with a summary of input from the community workshops and social media.

Meetings	Products
<ul style="list-style-type: none"> • Citizen Advisory Committee Meetings (2) • Community Workshop #2: Alternatives, Issues and Policies (2) 	<ul style="list-style-type: none"> • Press Release on Alternatives • Email Newsletter • Alternatives Workbook • Community Workshop Summary • Fiscal Evaluation of alternatives (optional)

Task 5: Preferred Plan, Key Goals, and General Plan/LCP Outline

Timeframe: August - November 2014

Objective: *In this task, we will identify the preferred land use plan, and develop a framework for policy development, covering community enhancement, economic development, coastal resource protection and circulation. We will also draft outlines for the General Plan and LCP, and evaluate changes needed to bring zoning into conformance with the updated Plans.*

- 5-A **Prepare Preferred Plan (D&B).** Following the public input and direction by City staff, a preliminary preferred plan will be prepared. This will be reviewed with staff and refined in an interactive setting.
- 5-B **General Plan and LCP Outlines and Policy Framework (D&B).** Outlines for the updated General Plan and Local Coastal Land Use Plan will be prepared. Key goals or guiding policies for each of the plan elements will be identified. This policy framework will assist decision-makers in bridging the gap between the Community Vision Report prepared in Task 2, the Preferred Plan, and detailed policy development. The outlines and policy framework will be delivered along with a sample of how the Plans would look including formatting and graphics.

- 5-C **Review Preferred Plan and Policy and Framework Concepts with Citizen Advisory Committee (D&B).** The Preferred Plan and Policy and Framework Concepts will be reviewed with the CAC and refined following their review. The Committee will convene as needed (up to 2 meetings) to provide the project team with feedback.

- 5-D **Press and Media Releases on Preferred Plan (PDC).** Press and media releases will be prepared and distributed to local media (Half Moon Bay Review, Half Moon Bay Patch) to announce the release of the Preferred Plan and the NOP, and to advertise upcoming meetings. These will be coordinated with announcements on the project website.

- 5-E **Email Newsletter (PDC).** We will prepare a short newsletter to be distributed electronically to the email database, presenting highlights of the Preferred Plan and announcing upcoming meetings.

- 5-F **Planning Commission/City Council Joint Sessions on Preferred Plan, Policy Framework, and Plan Outlines (D&B).** The Preferred Plan, Policy and Framework Concepts, and draft General Plan and LCP outlines will be presented to one or two joint sessions of the Planning Commission and City Council. Feedback will establish the basis for refining the preferred land use plan and formulating detailed Plan policies.

- 5-G **Zoning Consistency Analysis (D&B).** We will conduct a thorough review of existing zoning and identify, in memo form, changes that will be needed to bring the Zoning Ordinance into conformance with the Updated Plans. This will help to establish the work program for updating the Zoning Ordinance and preparing a Local Coastal Implementation Plan, the second component of the City's Local Coastal Program.

- 5-H **Agency Meetings (D&B).** Meetings with Coastal Commission staff and staff from other key agencies such as Caltrans and service providers, to discuss the General Plan and LCP outlines and guiding policies, and resolve key issues.

- 5-I Notice of Preparation for the EIR, and EIR Scoping Meeting (D&B). With the preferred land use plan, policy framework, and plan outlines in place, prepare the Notice of Preparation for the EIR, and conduct an EIR Scoping Meeting.

Meetings	Products
<ul style="list-style-type: none"> • Citizen Advisory Committee Meetings (2) • Planning Commission/City Council Workshops (1 or 2) • Agency Meetings (Up to 4) • EIR Scoping Meeting 	<ul style="list-style-type: none"> • Preferred Plan • Memo on Policy and Framework Concepts • General Plan and Local Coastal Land Use Plan Outlines, with Key Goals and Policies for Each Element • Email Newsletter • Press Release • Sample Plan Formats • Zoning Consistency Analysis Memo • Notice of Preparation for EIR

Phase III: Draft and Final Documents

Task 6: Draft General Plan and Local Coastal Land Use Plan Update

Timeframe: November 2014 - April 2015

Objective: The objective of this task is to prepare the full Draft General Plan, incorporating the major substantive content developed during preceding tasks and work previously completed for the Circulation Element. The Plan will be drafted in parallel to the drafting of the Local Coastal Land Use Plan, ensure consistency, minimizing redundant efforts, and meeting the local coastal program requirements of the California Coastal Act.

- 6-A Administrative Draft General Plan (D&B, Team). The updated General Plan will include a Land Use Diagram and land use designations and each of the required Plan elements, and will feature extensive maps and graphics. The Plan will include:

- Planning Context, Vision, Goals, and Objectives (D&B).

- *Land Use (D&B, EPS).* The location and intensity of uses will be identified, along with policies that would result in developments that are appropriate to the character and setting of Half Moon Bay. Plan buildout in terms of population, housing, non-residential development, and employment will be quantified. Height, setbacks, building form and orientation, transition between uses and development types, and coastal access will be addressed. The land use plan will support development of viable commercial uses, and supporting economic development policies will be provided.
- *Circulation (D&B, with input from DKS, NN).* The recent Circulation Element update will be incorporated into the Plan. The Element will be revised to reflect updated Plan land uses, reflect community values represented by the overall Plan vision, and achieve the State's Complete Streets and coastal access requirements. Key improvements for circulation, connectivity, and coastal access will be identified. Technical work to support integration of the Circulation Element with the General Plan update will include:
 - *C/CAG Model Refinement.* The C/CAG model will be refined as needed to reflect the Plan's land uses and street network. Daily forecasts will be presented using the travel demand forecasting model.
 - *Multi-Modal Level of Service Analysis.* Future traffic projections will be evaluated to determine the projected Level of Service on major roadways in the city, and compared to standards in the recently updated Circulation Element. Additional or revised standards may also be considered, including multi-modal LOS standards.
 - *Circulation Improvements.* The extent of roadway improvements that will be required to mitigate identified impacts and to achieve the Plan's vision will be determined.

- **Complete Streets.** Nelson\Nygaard will provide input into the updated Circulation Element concerning policies, implementation strategies, and initial design concepts intended to improve the multi-modal circulation network; achieve greater equality of choice among modes; reduce automobile use and fuel consumption; manage parking supplies; and support regional transit goals. Recommendations may consider street classifications and standards; transportation evaluation criteria; and transportation demand management.
 - **Conservation, Open Space and Recreation (D&B, SWCA, NC).** Conservation policies will be designed to protect environmental resources and the coastline, as identified as part of existing conditions analysis. Noble Consultants will review the land use map and policy approach to shoreline issues, and make recommendations based on its understanding of coastal processes and the expectations of the Coastal Commission. Because of the overlap between the city's sensitive environmental resources and its open space network, it may be best to combine the mandatory Conservation and Open Space elements, as recommended in the Matrix report.
 - **Safety (D&B, NC, SWCA).** The Safety Element will outline policies with regard to seismic hazards, other geological hazards such as landslides and erosion, flooding, wildfires, and hazardous materials. Methods for addressing structures at risk due to coastal erosion will be reviewed by Noble Consultants.
 - **Noise (D&B, CSA).** The Noise Element will include existing and future noise contours along key arterials—including Highways 1 and 92—and will provide policies to protect noise-sensitive land uses from traffic noise.
 - **Housing (D&B).** Dyett & Bhatia will complete the Housing Element for the 2014-2021 period, as described under Task 7.
- 6-B Administrative Draft Local Coastal Land Use Plan (D&B, Team).** An updated Local Coastal Land Use Plan will be prepared. The Plan will incorporate discussion, maps and policies from the General Plan that are relevant to the goals of the California Coastal Act, as well as content that will be unique to the LCLUP. The LCLUP will cover each of the following areas addressed by the Coastal Act: public access; recreation; marine environment; land resources; development; and industrial development. The Plan will be structured in a way that mirrors the Coastal Act policies. The relationship between the LCLUP and the General Plan, and between the LCLUP and the Implementation Plan that completes the Local Coastal Program—including zoning and other regulatory tools—will be clarified.
- 6-C Draft General Plan and Draft Local Coastal Land Use Plan (D&B, Team.)** Following review by City staff, Dyett & Bhatia will incorporate feedback on the Administrative Drafts of both documents, and prepare a Draft General Plan and Draft Local Coastal Land Use Plan for public review. A minimum of ten copies of each document will be submitted, along with electronic files.
- 6-D Citizen Advisory Committee Meetings (D&B).** The draft General Plan and Local Coastal Land Use Plan will be reviewed with the CAC. Three meetings are anticipated, two for the General Plan and one for the Local Coastal Land Use Plan.

Meetings	Products
<ul style="list-style-type: none"> Citizen Advisory Committee Meetings (3) 	<ul style="list-style-type: none"> Admin. Draft General Plan Draft General Plan Admin. Draft Local Coastal Land Use Plan Draft Local Coastal Land Use Plan

Task 7: Housing Element

Timeframe: October 31, 2014 for adoption and certification of Housing Element

Objective: The objective of this task is to prepare the Housing Element for the 2014-2021 period, meeting the City's regional housing need allocation and responding to HCD review. The Housing Element will be consistent with the Land Use Diagram and policies of the updated General Plan.

7-A Assessment. This task includes assessment of housing needs, conditions, constraints, and accomplishments of the previous Housing Element. A kickoff meeting with staff will help to finalize the public participation program and identify key issues and opportunities. D&B will also touch base with C/CAG staff on its efforts.

- **Needs Assessment.** The Housing Needs Assessment Chapter of the Housing Element will be comprehensively updated with the most current data available. Up-to-date housing market data will be added for rental and ownership units, reflecting both the trends of the past few years and more recent changes. To the greatest extent possible, the Needs Assessment will utilize the data prepared by C/CAG as part of the agency's "21 Elements" technical assistance efforts.
- **Constraints Analysis.** The analysis in the current Housing Element on regulations (possible governmental constraints) and their impacts on housing production will be updated. Non-governmental constraints will also be examined.
- **Accomplishments Review.** As mandated by State law, the current Housing Element will be reviewed for accomplishments since the last Element was completed; this analysis will assist in developing new programs and policies. This latter effort will be a City staff responsibility, using an evaluation matrix prepared by D&B. A discussion with City staff will be held to confirm whether existing programs have already been completed, which ones are working well and should be carried forward, and which ones need to be refined, redefined, or dropped.

- **Legislative Update.** New State laws enacted since the last update will be critically evaluated, and a comprehensive review of the City's policies and regulations undertaken to ensure that no illegal constraints on housing are listed in City code. The new legislation covers issues such as increased attention toward housing for persons with disabilities, and linkages to the regional Sustainable Communities Strategy.

Meetings	Products
<ul style="list-style-type: none"> • Kickoff meeting with City Staff (phone) 	<ul style="list-style-type: none"> • Draft chapters on housing needs, constraints, and accomplishments

- 7-B Sites Evaluation and Community Outreach.** This task will identify opportunity sites for market-rate and affordable housing and assess overall residential buildout. A housing providers' forum and study sessions with the Planning Commission will help to further assess existing programs and policies and define additional and changing needs.
- **Identification and Inventory of Housing Sites.** The current Housing Element identifies individual parcels, along with zoning and potential units at each parcel. This information will be confirmed, and sites where units have since been built removed from the inventory. Any new sites will be added.
 - **Assessment of Housing at City Buildout/Match with Needs.** The draft housing allocation for Half Moon Bay calls for 186 new housing units, a decrease from the previous allocation of 276 in the fourth cycle. Of the new units, C/CAG requires that 45 percent be for very low- and low-income households, 19 percent for moderate-income households and the remaining 36 percent for above moderate-income households. Housing quantities will be tabulated by density and compared against need by income group; any resulting deficits will be identified. A memorandum (arranged as a draft Housing Element section) that addresses housing opportunity sites and their development potential will be prepared.

- *Housing Forum.* Development of a Housing Element that responds to community needs and receives community acceptance requires significant public input, particularly from those agencies and organizations directly involved in housing and housing services provision. A two to three hour forum (open to the public) will be held with housing providers/ stakeholders and/or their representative organizations. The forum will focus on key housing issues for Half Moon Bay—key housing product type needs, impediments (market, governmental) to housing production, and City programs that have worked in the past. City staff will help identify and invite organizations, and D&B will conduct the forum.
- *Planning Commission Study Session.* The Planning Commission will be provided with background information, including an introduction to housing element law and requirements; review of housing needs; review of housing constraints; and relationship between RHNA and sites inventory; and issues related to General Plan designations and zoning. The Planning Commission will be afforded the opportunity to discuss issues, methods to overcome constraints, and topics that may be controversial, such as potential affordable housing policies.

Meetings	Products
<ul style="list-style-type: none"> • Housing Forum • Planning Commission Study Session#1 	<ul style="list-style-type: none"> • Sites Inventory draft chapter • Memorandum on Housing Forum

7-C Draft Housing Element. The updated Housing Element will address the 2014-2021 planning period and will use a format that is consistent with that of the current Housing Element. New housing programs needed to meet the housing needs for the City will be identified. Any new housing program must be consistent with the community vision established in the public participation process for the Housing Element and the General Plan update overall. For each housing program proposed for the updated Housing Element, D&B will define and quantify its

objectives (number of units to be produced in a specified timeframe by income group). The document will also include maps and graphics showing the location of sites identified to meet the City’s housing allocation. An Administrative Draft will be prepared and then revised based on a consolidated set of City staff comments. The Draft Element will then be presented to the Planning Commission and City Council for review and comments prior to HCD review.

- *Administrative Draft Housing Element.* As required by State law and the Department of Housing and Community Development’s “Building Blocks for Effective Housing Elements,” the Housing Element will include:
 - Demonstration of site development capacity equivalent to, or exceeding, the projected housing need in the RHNA.
 - Facilitation of a diversity of housing types to serve a variety of income groups.
 - Review of the previous Element’s goals, objectives, policies, and programs; comparison of the previous Element’s projections against actual achievement; and description of how the goals, policies, and programs in the updated Element have been changed to incorporate lessons learned. New goals, policies, and programs will be formed based on feedback from community members and other stakeholders. Programs dealing specifically with sustainability and energy will be evaluated and recommended. These could include programs dealing with energy efficiency, green building, and AB 32 or other State legislation. For each housing program proposed for the updated Housing Element, we will work with City staff to define and quantify its objectives (number of units to be produced, in a specified timeframe, by income group). These will be submitted to City staff for review and comment.

- Description of how the City of Half Moon Bay made a diligent effort to achieve public participation from all economic segments of the community in the development of the Housing Element.
- An inventory of housing resources and constraints, including an analysis of population and household characteristics and needs; an inventory of land; analysis of governmental and non-governmental constraints; analysis of special housing needs; analysis of energy conservation opportunities; and analysis of subsidized housing at risk of converting to market-rate housing.
- A seven-year schedule of actions to achieve the goals and objectives of the Housing Element.
- Conservation and improvement of existing affordable housing stock.
- Promotion of equal housing opportunities for all persons.
- Quantification of objectives by income level for the construction, rehabilitation, and conservation of housing.
- Mitigate constraints to the development, improvement, and preservation of housing; and
- Promote equal housing opportunity.
- *City Review of HCD Draft.* The Administrative Draft will be submitted to City staff and then revised based on a consolidated set of City staff comments. Staff comments on the Administrative Draft will be used to prepare a HCD Review Draft.
- *Informal HCD Consultation.* As policy issues arise where HCD reaction may be uncertain, D&B will “vet” these through informal consultation with HCD staff so that the draft may pass HCD muster in the first round of review.
- *Planning Commission Study Session #2.* The HCD Draft will be reviewed with the Planning Commission. Key objectives, policies, and/or action programs (such as density bonus changes, affordable housing, etc.) will be reviewed, and any necessary changes incorporated into the draft sent to HCD.

Meetings	Products
<ul style="list-style-type: none"> Planning Commission Study Session#2 	<ul style="list-style-type: none"> Administrative Draft Housing Element HCD Review Draft Housing Element

Based on the assessment of housing needs, constraints, and opportunities, as well as past accomplishments, the summary discussion of housing programs for the Housing Element will be designed to:

- Make available sites at adequate densities and development standards to facilitate and encourage a variety of housing types for all socioeconomic segments of the community, including those with special needs;
- Facilitate and encourage the provision of affordable housing for extremely low-, very low-, low- and moderate-income households;
- Improve and preserve the City’s affordable housing stock;

7-D HCD Review, Environmental Review, and Adoption.

- *HCD Review/Public Review Draft Housing Element.* The Draft Housing Element shall be submitted to HCD for review, with the goal of gaining certification on the first iteration, but understanding that this is uncommon. If required, a second HCD Review Draft, with revisions in underline/strikeout format will be prepared. Meetings and/or conference calls with HCD and City staff to discuss comments will be scheduled as necessary and changes necessary for HCD approval will be made.

It is possible that the City may be able to pursue a “streamlined” HCD review

(where HCD focuses only on the changed information—in order for this to occur, the City must have undertaken some follow-up steps since the last Update, chiefly, followed through with all rezoning actions (including for emergency shelters). The entire element will still need to be provided to HCD, but in the case of streamlined review, the City can submit forms in the HCD template pointing to where the changes have been made. Following HCD review and approval, the Hearing Draft of the Housing Element will be finalized.

- *Environmental Review.* D&B assumes that based on housing development capacity under the existing Housing Element, only a Negative Declaration will be required, which D&B will prepare.
- *Hearings.* D&B will participate in one hearing on the Housing Element with the Planning Commission and one with the City Council.
- *Adopted Housing Element.* Following City Council action, the adopted Housing Element will be prepared.

Meetings	Products
<ul style="list-style-type: none"> • Public Hearings (2) 	<ul style="list-style-type: none"> • HCD 2nd Review Draft (if needed) • HCD Streamlined Submission Forms (if needed) • Negative Declaration • Hearing Draft Housing Element • Adopted Housing Element

Task 8: Zoning Update and Local Coastal Implementation Plan

Timeframe: January - July 2015

Objective: The new draft General Plan will result in the need to updating the City's Zoning Ordinance. D&B proposes that there would be value for the City in updating zoning in tandem with the GP Update project, in particular to expedite Coastal Commission Review by submitting a complete Local Coastal Program.

8-A Draft Zoning Code Amendments (D&B). The Zoning Consistency Analysis in Task 5 would be the basis for actual Code Amendments. D&B would also bring a depth of zoning experience to make Half Moon Bay's zoning code easier to use and more effective in achieving desired goals.

8-B Citizen Advisory Committee Meeting (D&B). The proposed zoning code amendments would be presented to the CAC for review.

8-C Planning Commission/City Council Work Session (D&B). The amendments would be presented to a joint meeting of Planning Commission and City Council. CAC recommendations would also be presented.

8-D Revised Amendments (D&B). Based on CAC, Planning Commission and City Council feedback, the proposed Zoning Ordinance amendments would be revised.

8-E Prepare Local Coastal Implementation Plan (D&B). The Zoning Amendments would be packaged into an Implementation Plan to be submitted to the California Coastal Commission. Submitting the complete Local Coastal Program (the Land Use Plan and the Implementation Plan) would expedite Coastal Commission review. If other any regulatory amendments are needed to complete this package, including updating the Downtown Specific Plan, the Implementation Plan will be deferred until all amendments are complete.

Meetings	Products
<ul style="list-style-type: none"> • Citizen Advisory Committee Meeting • Planning Commission/City Council joint session 	<ul style="list-style-type: none"> • Draft Zoning Code Amendments • Revised Zoning Code Amendments • Local Coastal Implementation Plan

Task 9: General Plan and Local Coastal Program EIR

Timeframe: July 2014 - August 2015

Objective: *Prepare the Draft Program Environmental Impact Report (EIR) for the General Plan and Local Coastal Land Use Plan, incorporating public review and feedback. While zoning and Specific Plan updates are not identified as part of the City's work program, we believe we add value by integrating our work on the General Plan and LCLUP with updating of implementing tools, and conducting a single environmental review of all of the related updates.*

9-A EIR Outline and Thresholds/ Significance Criteria (D&B). We will draft an outline for the EIR and thresholds and significance criteria following CEQA Guidelines, and modify these as needed based on City staff review.

9-B Administrative Draft EIR (D&B, Team). We will complete environmental review to meet all CEQA requirements. Existing conditions analysis will be the basis for environmental settings discussions. Needed mitigation identified through impact analysis will be addressed through policies to the greatest extent feasible. EIR subjects and team member roles are summarized as follows:

- **Land Use, Planning, Population and Housing (D&B).** The EIR will include information on population, employment, and housing. Potential change in the City's population directly attributable to the implementation of the proposed General Plan, ability of future developments to meet projections of ABAG, changes in community demographics and character, and changes in employment opportunities will be evaluated.
- **Transportation (DKS, NN).** DKS will write the transportation chapter of the EIR. Specific tasks for the EIR include the following:

- **Level of Service Analysis.** Future traffic projections will be evaluated to determine the projected Level of Service on major roadway segments in the City. Projected Levels of Service will be compared to proposed City and County standards to determine the extent of roadway improvements needed to support anticipated development in the community under each alternative.
- **C/CAG Model Refinement.** The C/CAG model will be refined as needed to reflect the preferred plan's land uses and street network. Daily forecasts will be presented using the travel demand forecasting model. The associated daily traffic volume forecasts will be reviewed for study area streets and identify resulting Levels of Service.
- **Impacts and Mitigation Measures.** The extent of roadway improvements that will be required to mitigate identified impacts will be determined. Future roadway improvements will be identified to ensure that roadways in the City and in adjoining areas will operate at an acceptable Level of Service based on the future traffic projections.

This evaluation will specifically account for Highway 1 Traffic Safety Study measures and improvements; facilities already included in adopted funding programs; additional improvements included in the draft Circulation Element; and any additional improvements not previously identified but needed to deliver satisfactory operating conditions. Impacts and mitigation measures will be reviewed to determine how each issue is addressed by policies or implementation strategies contained in the General Plan Update.

Nelson\Nygaard has budgeted up 20 hours of staff time to provide input to the CEQA process. If desired, an expanded transportation impact analysis role could be undertaken as well.

- *Aesthetics, Light and Glare (SWCA)*. This section will analyze the General Plan Update's effects on coastal and community scenic views and character, and compatibility with the visual resource goals of the City. The City currently has significant visual and open space qualities, including the waterfront area, woodlands, hillsides, and recreational/open space areas that the community has shown strong interest in preserving. This section will analyze and describe the potential visual effects of program and policy changes proposed by the General Plan, including those associated with any increased development in the City. Projects currently planned in the vicinity will be assessed for their potential effect on the General Plan Update.
- *Biological Resources (SWCA)*. The Planning Area's creeks, wetlands, grasslands, woodland, coastline, and hillsides provide habitat and wildlife corridors for several special-status species, including but not limited to California red-legged frog, Monarch butterfly, San Francisco garter snake, numerous migratory birds, roosting bats and raptor species, and botanical resources. The Biological Resources section of the EIR will assess potential effects to biological resources that could result from implementation of the General Plan Update. This section will include a discussion of known resources within the study area, a review of the existing policies and standards as well as policies included in updated elements to determine whether any conflicts arise and if they adequately protect the City's biological resources.

- *Cultural Resources (SWCA)*. This section will assess potential effects to cultural resources that could result from implementation of the General Plan Update. It will include a pre-historical and historical overview of the Planning Area and a discussion of known local resources, based on review of existing materials and the records search, and tribal consultation (we assume the City will initiate SB 18 consultation, and we will provide draft letters and background information).
- *Geology, Soils and Seismicity (SWCA, NC)*. Geologic hazards affecting the City include seismic activity resulting in ground-shaking, liquefaction along the coastline and within saturated areas, and seismic-induced landslides and slope instability. The City's coastline may be affected by flooding and erosion as a result of a tsunami. This section will include a summary of existing regulations that address grading, site preparation, and construction standards within areas exposed to naturally occurring hazards. Potential issues, including ground shaking, landslide, liquefaction, coastal and inland erosion, and other hazards will be briefly summarized and policies in the General Plan that would minimize potential impacts to geologic features and soils will be identified.

Noble Consultants will review the shoreline-related sections of the draft EIR and provide comments, based on the available technical information of coastal processes within the Half Moon Bay region. A brief project memorandum shall be prepared to address our review comments. The formulation of the oceanographic conditions and coastal flooding scenarios as well as the dynamics of shoreline changes and bluff retreat resulting from wave exposure and future sea level rise is an inexact science, with various degrees of uncertainty and unpredictability. Interpretation of the available information will primarily be based on our professional judgment.

- *Hydrology and Water Quality (SWCA).* The City is located in a hydrologically sensitive area. Impacts resulting from drainage modifications could include runoff and sedimentation impacts to coastal and inland creeks, and increased local upstream or downstream flooding.

The impact analysis for this section will qualitatively evaluate whether the actions proposed in the General Plan Update have the potential to result in increased localized flooding, erosion or permanently altered drainage patterns, and whether the actions may adversely affect water quality as a result of runoff, sedimentation or other contamination. Existing and proposed programs, policies, and regulations, and ordinances will be identified as applicable.
- *Parks and Recreation, Public Services and Utilities (D&B, BKF).* Dyett & Bhattia will analyze the potential effects of the Plan on parks, schools, and other public services. BKF will assist with the review of the infrastructure section of the Draft Report based on our work in the Infrastructure Analysis done for the existing conditions report, and assist with responses to one round of City and agency comments.
- *Air Quality (D&B).* Here we will generally describe the types of emission sources associated with likely development under the proposed General Plan update. The operational air quality assessment will focus on cumulative impacts and will provide an estimate of mobile and residential emissions using the URBEMIS2002 model. We will assess the consistency of the General Plan with the regional Clean Air Plan with reference to population and employment forecasts and trends in vehicle miles traveled, and qualitatively assess the capability of General Plan policies to prevent exposure of people to substantial source of construction dust, toxic air contaminants, or odorous emissions.
- *Energy and Climate Change (D&B).* This section will describe the types of energy that would be consumed by development under the new General Plan, assess the consistency of the General Plan with State and national energy goals and programs, and evaluate the capability of the existing utility infrastructure to meet future demand for electricity and natural gas. In addition, this section will analyze projected greenhouse gas emissions resulting from Plan development, on an aggregate and a per-service-population basis. Regional and statewide emission reduction goals will be identified, and impact assessment will be done based on significance thresholds determined in Task 9-A.
- *Hazards, Hazardous Materials (D&B).* This section will evaluate potential hazards associated with wildfires, flooding, and hazardous materials and substances. We will identify areas that are particularly vulnerable to the threat of wildland fire; fuel reduction methods and techniques consistent with the protection of special status species and habitats; and any restrictions on land uses and intensities appropriate for areas identified as susceptible to fire hazard. Using the most current flood map data, we will identify flood prone areas, and provide recommendations on any applicable development standards that may be required.

This section will also discuss impacts on general public health and safety, potential exposure to workers and waste disposal handlers resulting from hazardous materials. In the event that the Plan or the regulatory requirements might result in a potential adverse environmental risk, mitigation measures to reduce potential health and safety impacts to less than significant levels will be identified.

- *Future Noise (D&B, I&R)*. I&R will quantify projected noise levels from Highways 1 and 92; major local streets; aircraft operations (only distant over-flights are expected); and any significant stationary sources (none are noted in the current Element), and provide a future noise contour map. Future noise contour data will be calculated based upon future traffic for the preferred alternative. I&R will also calculate potential changes in noise levels along roadways for use by Dyett & Bhatia in evaluating the significance of permanent noise increases attributable to the General Plan Update Project. Dyett & Bhatia would complete the noise analysis based on appropriate thresholds of significance. The estimated hours and costs to complete the noise related tasks are summarized in the table below.

Task	Senior Consultant \$175/ hour	Staff Consultant \$125/ hour	Cost
Prepare Noise Contours and Noise Technical Report	8	36	\$5,900
Technical Assistance during Noise Element Update	2	0	\$350
TOTAL HOURS	10	36	
TOTAL COST	\$1,750	\$4,500	\$6,250

9-C Draft EIR (D&B, Team). The Consultant Team will revise the DEIR based on Staff review, and submit a complete Public Review Draft, including a minimum of ten hard copies as well as an electronic file for posting on the City's website.

9-D File Notice of Completion of EIR (D&B). File Notice of Completion, meeting CEQA requirements.

9-E Planning Commission Public Hearing (D&B). Dyett & Bhatia will prepare a presentation for and attend a public hearing on the Draft EIR and the Draft General Plan and Local Coastal Land Use Plan.

9-F Prepare Final EIR and Findings of Fact (D&B). Prepare an administrative draft Final EIR (Response to Comments) that responds to all comments submitted. A Statement of Overriding Considerations will also be prepared, if needed. In response to Staff comments, prepare a final version.

Meetings	Products
<ul style="list-style-type: none"> • Planning Commission Public Hearing (1) 	<ul style="list-style-type: none"> • Admin. Draft EIR • Draft EIR • Notice of Completion • Administrative Draft Final EIR • Final EIR

Task 10: Hearings and Adoption

Timeframe: August - December 2015

Objective: *The objective of this task is to conduct public review and successfully take the Draft General Plan and Local Coastal Program Updates and related environmental documentation through the public hearing process. Following public review by the City Council, documents will be revised to incorporate specific text and diagram changes made by the City Council for adoption. Following adoption, we will prepare final versions for submittal to the Coastal Commission.*

In the final “Deciding” phase of SHEDD, the goal is to meaningfully incorporate feedback on drafts as they are developed, making explicit to all stakeholders how decisions and each version of the documents that articulate those decisions are based on broad and diverse input.

10-A Press and Media Release on General Plan and LCLUP Updates (PDC). Press and media release drafts will be provided to City staff/ the City’s PR consultant for distribution to local media (Half Moon Bay Review, Half Moon Bay Patch) to announce the Public Review Draft General Plan and Local Coastal Land Use Plan, and to announce the upcoming community open house. Media release will be done in conjunction with updates to the website.

10-B Conduct Community Open House (D&B, PDC). We will present salient features of the General Plan and LCLUP Updates and the environmental documents to the community in an accessible “open house” format. The workshop invites the public to come into conversation with the City, the planning team, and each in order to understand and express preferences about the final plans.

10-C Public Hearings (D&B). The draft General Plan and Local Coastal Land Use Plan will be presented at hearings before the Planning Commission and City Council. It is assumed that two meetings are required at both the Planning Commission and City Council. We will closely coordinate with City staff prior to the hearings to ensure that our presentations respond to specific questions and issues likely to be encountered during the hearings. Additional hearings will be needed if the Zoning Ordinance and Downtown Specific Plan are also included in the project.

10-D Prepare City Council-Approved Plan Updates (D&B). Following adoption, we will prepare final versions of the General Plan and LCLUP for submittal to the Coastal Commission, incorporating the final direction from the Half Moon Bay City Council. The City will be provided with ten full-color hard copies of the final documents and a pdf version on CD, as well as electronic versions suitable for posting on the City’s website.

10-E Provide GIS and all Files to the City (D&B). GIS files compiled at various stages of the process will be compiled and provided to the City.

10-F Coastal Commission Application (D&B). Prepare and submit the application for LCLUP or LCP certification by the Coastal Commission.

10-G Coastal Commission Hearings (D&B). D&B will present the City Council-approved Local Coastal Land Use Plan at up to three hearings before the California Coastal Commission.

Meetings	Products
<ul style="list-style-type: none"> Community Workshop/Open House (1) Planning Commission Hearings (2) City Council Hearings (2) Coastal Commission Hearings (3) 	<ul style="list-style-type: none"> Newsletter Press Release Findings of Fact (and Statement of Overriding Considerations, if needed) Final General Plan (in Web-ready and publication formats) Final Local Coastal Land Use Plan (in Web-ready and publication formats) GIS Files

Summary of Meetings and Products

Meetings	Products
Phase I: Visioning and Existing Conditions Analysis	
<ul style="list-style-type: none"> Kick-Off Meeting with City Staff Community Conversations (three locations/events) Citizen Advisory Committee (CAC) Meetings (3) Stakeholder Interviews (up to 24) Targeted Outreach Meetings (up to 3) Community Workshop #1: Vision, Issues and Priorities Planning Commission/City Council Study Session (1) 	<ul style="list-style-type: none"> Base Map Public Participation Program Initial Email Database Interactive Project Website Print Materials for Community Conversations Community Conversations Database Newsletter and Survey Stakeholder Interview Memorandum Survey Results Report Community Building Report Draft and Final Existing Conditions Report
Phase II: Choices	
<ul style="list-style-type: none"> Citizen Advisory Committee Meetings (4) Community Workshop #2: Alternatives, Issues and Policies (2) Planning Commission/City Council Workshops (1 or 2) Agency Meetings (Up to 4) EIR Scoping Meeting 	<ul style="list-style-type: none"> Press Releases (2) Email Newsletters (2) Alternatives Workbook Community Workshop Summary Fiscal Evaluation of alternatives (optional) Preferred Plan Memo on Policy and Framework Concepts General Plan and Local Coastal Land Use Plan Outlines with goals and policies for each element Sample Plan Formats Zoning Consistency Analysis Memo Notice of Preparation for EIR

Phase III: Draft and Final Documents

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| <ul style="list-style-type: none"> Citizen Advisory Committee Meetings (4, including 1 on zoning) Housing Element Kickoff meeting with City Staff Housing Forum Planning Commission Housing Element Study Sessions (2) Public Hearings on Housing Element (2) Planning Commission Public Hearing on Draft GP, LCPLUP (1) Planning Commission/City Council Hearing on zoning (1) Community Workshop/Open House (1) Planning Commission Final Hearings (2) City Council Final Hearings (2) Coastal Commission/City Staff/City Council Meetings (up to 3) Coastal Commission Hearings (3) | <ul style="list-style-type: none"> Admin. Draft General Plan Draft General Plan Admin. Draft Local Coastal Land Use Plan Draft Local Coastal Land Use Plan Draft Zoning Code Amendments Revised Zoning Code Amendments Local Coastal Implementation Plan Draft Housing Element chapters Memorandum on Housing Forum Administrative Draft Housing Element HCD Review Draft Housing Element HCD 2nd Review Draft (if needed) HCD Streamlined Submission Forms (if needed) Housing Element Negative Declaration Hearing Draft Housing Element Adopted Housing Element Admin. Draft EIR Draft EIR Notice of Completion |
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Note on Products: All interim and final deliverables will be provided electronically. In addition, D&B will provide 10 hard copies of all interim deliverables and 25 hard copies of final General Plan, LCP, and EIR. For administrative draft documents, one hard copy and one electronic copy will be provided.

Appendix B: Budget by Hours and Tasks

This attachment contains budgets showing hours and rates for consultant work to be completed for the LCP Update only and for the Full Project including the LCP Update.

City of Half Moon Bay General Plan Update
HOURS BY TASK (LCP UPDATE ONLY)

	Task 2	Task 4	Task 5	Task 6	Task 8	Task 10	Total
	Visioning & Issue Identification	Alternatives	Preferred Plan, Key Goals, and General Plan/LCP Outline	Draft General Plan and Local Coastal Land Use Plan Update	Zoning Update and Local Coastal Implementation Plan	Hearings and Adoption	
Dyett & Bhatia							
Principal II (Rajeev Bhatia)	22.50	40.00	40.00	50.00	15.50	13.50	182
Principal I (Martha Miller)	3.00	-	12.00	37.50	137.00	17.50	207
Senior Associate	18.00	54.00	34.00	75.00	78.50	10.50	270
Associate/Planning	22.50	85.00	50.00	100.00	39.25	7.00	304
Associate/Urban Design	15.00	48.00	34.00	50.00	58.75	-	206
Planner/Urban Designer	18.00	60.00	49.00	50.00	32.25	-	209
Mapping/GIS	6.00	80.00	30.00	75.00	58.75	3.50	253
Senior Graphic Designer	25.00	20.00	15.00	37.50	58.75	5.25	162
Project Associate	22.50	16.00	16.00	25.00	11.75	5.25	96
Sub-Total	153	403	280	500	490	63	1,889
DKS Associates							
Principal		16.00		5.00			21
Project Manager		45.00		14.50			60
Project Engineer		80.00		15.00			95
Admin/Graphics Support				5.00			5
Sub-Total	-	141	-	40	-	-	181
Nelson Nygaard							
Principal V		24.00		10.00			34
Associate Project Planner		28.00		12.50			41
Sub-Total	-	52	-	23	-	-	75
Economic and Planning Systems							
Principal, Jason Moody		8.00					8
Project Manager, Ben Sigman		8.00					8
Research Analyst		8.00					8
Production Staff							-
Sub-Total	-	24	-	-	-	-	24
Public Dialogue Group							
PDC Team Coordinator	30.00	30.00				8.75	69
PDC Assistant Coordinator	39.00	30.00				13.25	82
PDC Senior Project Advisors	2.25	6.00				1.50	10
Student Intern Coordinators	33.75	10.00				4.25	48
Sub-Total	105	76	-	-	-	28	209
TOTAL HOURS	258	696	280	562	490	90	2,376

City of Half Moon Bay General Plan Update
BUDGET BY TASK (LCP UPDATE ONLY)

		Task 2	Task 4	Task 5	Task 6	Task 8	Task 10	Total
	Hourly Rate	Visioning & Issue Identification	Alternatives	Preferred Plan, Key Goals, and General Plan/LCP Outline	Draft General Plan and Local Coastal Land Use Plan Update	Zoning Update and Local Coastal Implementation Plan	Hearings and Adoption	
Dyett & Bhatia								
Principal II (Rajeev Bhatia)	\$ 200	4,500	8,000	8,000	10,000	3,100	2,700	36,300
Principal I (Martha Miller)	\$ 175	525	-	2,100	6,563	23,975	3,063	36,225
Senior Associate	\$ 130	2,340	7,020	4,420	9,750	10,205	1,365	35,100
Associate/Planning	\$ 110	2,475	9,350	5,500	11,000	4,318	770	33,413
Associate/Urban Design	\$ 110	1,650	5,280	3,740	5,500	6,463	-	22,633
Planner/Urban Designer	\$ 100	1,800	6,000	4,900	5,000	3,225	-	20,925
Mapping/GIS	\$ 100	600	8,000	3,000	7,500	5,875	350	25,325
Senior Graphic Designer	\$ 90	2,250	1,800	1,350	3,375	5,288	473	14,535
Project Associate	\$ 65	1,463	1,040	1,040	1,625	764	341	6,272
Direct Costs:								
Travel, Postage		56.29	202.00	200.00	156.42	195.78	131.63	942
Report Printing, Workshop Supplies		750.56	1,200.00	1,000.00	750.82	587.34	438.76	4,727
Newsletter/Survey Printing and Mailing		2,064.03						2,064
MindMixer		2,702.01						2,702
Survey Coding		750.56						751
Sub-Total		23,927	47,892	35,250	61,220	63,994	9,632	241,914
DKS Associates								
Principal	\$ 255	-	4,080	-	1,275	-	-	5,355
Project Manager	\$ 125	-	5,625	-	1,813	-	-	7,438
Project Engineer	\$ 110	-	8,800	-	1,650	-	-	10,450
Admin/Graphics Support	\$ 90	-	-	-	450	-	-	450
Direct Cost								-
Sub-Total		-	18,505	-	5,188	-	-	23,693
Nelson Nygaard								
Principal V	\$ 197	-	4,728	-	1,970	-	-	6,698
Associate Project Planner	\$ 125	-	3,500	-	1,563	-	-	5,063
Direct Cost			75.00					75
Sub-Total		-	8,303	-	3,533	-	-	11,836
Economic and Planning Systems								
Principal, Jason Moody	\$ 250	-	2,000	-	-	-	-	2,000
Project Manager, Ben Sigman	\$ 200	-	1,600	-	-	-	-	1,600
Research Analyst	\$ 115	-	920	-	-	-	-	920
Production Staff	\$ 80	-	-	-	-	-	-	-
Direct Cost			200.00					200
Sub-Total		-	4,720	-	-	-	-	4,720
Public Dialogue Group								
PDC Team Coordinator	\$ 120	3,600	3,600	-	-	-	1,050	8,250
PDC Assistant Coordinator	\$ 80	3,120	2,400	-	-	-	1,060	6,580
PDC Senior Project Advisors	\$ 120	270	720	-	-	-	180	1,170
Student Intern Coordinators	\$ 25	844	250	-	-	-	106	1,200
Other Direct Costs		243.93	350.00				43.88	638
Sub-Total		8,078	7,320	-	-	-	2,440	17,838
TOTAL FEE		32,005	86,740	35,250	69,940	63,994	12,072	300,000

Sub-Consultants and Direct Costs are billed at no markup.

Hourly rates may be adjusted during the course of the contract, but the total amount shall not change.

Additional services beyond those identified in the scope of work will be provided at the market billing rates of the firm at the time the additional services are requested.

Dyett & Bhatia reserves the right to reallocate budget between various consulting team members and between tasks, provided the overall project budget does not change.

Printing Assumptions

Survey/Newsletter: 4,500 full color newsletters, printed and mailed to all residential addresses

Interim Reports and Documents

Draft and Final Community Building/Vision Report, Housing Element, General Plan, LCP, Zoning Ordinance, and EIR

Consultant shall be responsible for EIR mailing (up to 20 copies) and filing fees

10 copies each + electronic copies

25 copies each + electronic copies

City of Half Moon Bay General Plan Update
HOURS BY TASK (FULL PROJECT)

	Task 1 Project Initiation & Community Involvement Strategy	Task 2 Visioning & Issue Identification	Task 3 Existing Conditions, Trends, and Opportunities Assessment	Task 4 Alternatives	Task 5 Preferred Plan, Key Goals, and General Plan/LCP Outline	Task 6 Draft General Plan and Local Coastal Land Use Plan Update	Task 7 Housing Element	Task 8 Zoning Update and Local Coastal Implementatio n Plan	Task 9 General Plan and Local Coastal Plan EIR	Task 10 Hearings and Adoption	Total
Dyett & Bhatia											
Principal II (Rajeev Bhatia)	22	60	60	40	40	80	30	16	46	30	408
Principal I (Martha Miller)		8	12		12	60	8	140	80	40	220
Senior Associate	16	48	80	54	34	120	120	80	90	24	586
Associate/Planning	33	60	110	85	50	160	20	40	132	16	666
Associate/Urban Design	5	40	60	48	34	80		60	80		347
Planner/Urban Designer	12	48	110	60	40	80	80	33	160		590
Mapping/GIS	24	16	79	80	30	120	12	60	31	8	400
Senior Graphic Designer	6	66	24	20	15	60		60	32	12	235
Project Associate		60	22	16	16	40	40	12	60	12	266
Sub-Total	118	406	557	403	271	800	310	501	711	142	3,718
SWCA											
Project Director	2		-						5		7
Project Manager	5		21						52		78
Biologist			56						48		104
Biologist			42								42
Cultural Resources			44						32		76
GIS			24						20		44
Tech Editing			4						10		14
Planner			40						24		64
Planner			42						24		66
Administrative Support			3								3
Sub-Total	7	-	276	-	-	-	-	-	215	-	498
DKS Associates											
Principal	2		10	16		8			8		44
Project Manager	10		20	45		23			45		143
Project Engineer			30	80		24			72		206
Admin/Graphics Support						8			8		16
Sub-Total	12	-	60	141	-	63	-	-	133	-	409
Nelson Nygaard											
Principal V	6		16	24		16			12		74
Associate Project Planner	2		22	28		20			8		80
Sub-Total	8	-	38	52	-	36	-	-	20	-	154
Economic and Planning Systems											
Principal, Jason Moody	8		30	8							46
Project Manager, Ben Sigman	8		34	8							50
Research Analyst	4		52	8							64
Production Staff	1										1
Sub-Total	21	-	116	24	-	-	-	-	-	-	161
Noble Consultants											
Professional Engineer			12						8		20
Associate Engineer I			28						12		40
Project Engineer I			16								16
Sub-Total	-	-	56	-	-	-	-	-	20	-	76
BKF Engineers											
Associate			28						10		38
Engineer II			69						21		90
Sub-Total	-	-	97	-	-	-	-	-	31	-	128
Public Dialogue Group											
PDC Team Coordinator	20	80		30						20	150
PDC Assistant Coordinator	40	104		30						30	204
PDC Senior Project Advisors		6		6						3	15
Student Intern Coordinators		90		10						10	110
Sub-Total	60	280	-	76	-	-	-	-	-	63	479
Illingworth & Rodkin											
Senior Consultant			4						6		10
Staff Consultant			18						18		36
Sub-Total	-	-	22	-	-	-	-	-	24	-	46
TOTAL HOURS	226	686	1,222	696	271	899	310	501	1,154	205	5,669

City of Half Moon Bay General Plan Update
BUDGET BY TASK (FULL PROJECT)

		Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Task 8	Task 9	Task 10	Total
	Hourly Rate	Project Initiation & Community Involvement Strategy	Visioning & Issue Identification	Existing Conditions, Trends, and Opportunities Assessment	Alternatives	Preferred Plan, Key Goals, and General Plan/LCP Outline	Draft General Plan and Local Coastal Land Use Plan Update	Housing Element	Zoning Update and Local Coastal Implementation Plan	General Plan and Local Coastal Plan EIR	Hearings and Adoption	
Dyett & Bhatia												
Principal II (Rajeev Bhatia)	\$ 200	4,400	12,000	12,000	8,000	8,000	16,000	6,000	3,200	9,200	6,000	84,800
Principal I (Martha Miller)	\$ 175	-	1,400	2,100	-	2,100	10,500	1,400	24,500	14,000	7,000	63,000
Senior Associate	\$ 130	2,080	6,240	10,400	7,020	4,420	15,600	15,600	10,400	11,700	3,120	86,580
Associate/Planning	\$ 110	3,630	6,600	12,100	9,350	5,500	17,600	2,200	4,400	14,520	1,760	77,660
Associate/Urban Design	\$ 110	550	4,400	6,600	5,280	3,740	8,800	-	6,600	8,800	-	44,770
Planner/Urban Designer	\$ 100	1,200	4,800	11,000	6,000	4,000	8,000	8,000	3,300	16,000	-	62,300
Mapping/GIS	\$ 100	2,400	1,600	7,900	8,000	3,000	12,000	1,200	6,000	3,100	800	46,000
Senior Graphic Designer	\$ 90	540	5,940	2,160	1,800	1,350	5,400	-	5,400	2,880	1,080	26,550
Project Associate	\$ 65	-	3,900	1,430	1,040	1,040	2,600	2,600	780	3,900	780	18,070
Direct Costs:												
Travel, Postage		80	150	100	200	200	250	100	200	200	300	1,780
Report Printing, Workshop Supplies		150	2,000	1,200	1,200	1,000	1,200	350	600	4,000	1,000	12,700
Newsletter/Survey Printing and Mailing			5,500									5,500
MindMixer			7,200									7,200
Survey Coding			2,000									2,000
Sub-Total		15,030	63,730	66,990	47,890	34,350	97,950	37,450	65,380	88,300	21,840	538,910
SWCA												
Project Director	\$ 166	332	-	-	-	-	-	-	-	830	-	1,162
Project Manager	\$ 127	635	-	2,667	-	-	-	-	-	6,604	-	9,906
Biologist	\$ 127	-	-	7,112	-	-	-	-	-	6,096	-	13,208
Biologist	\$ 105	-	-	4,410	-	-	-	-	-	-	-	4,410
Cultural Resources	\$ 83	-	-	3,652	-	-	-	-	-	2,656	-	6,308
GIS	\$ 105	-	-	2,520	-	-	-	-	-	2,100	-	4,620
Tech Editing	\$ 83	-	-	332	-	-	-	-	-	830	-	1,162
Planner	\$ 116	-	-	4,640	-	-	-	-	-	2,784	-	7,424
Planner	\$ 93	-	-	3,906	-	-	-	-	-	2,232	-	6,138
Administrative Support	\$ 61	-	-	183	-	-	-	-	-	-	-	183
Direct Cost				11,724	-	-	-	-	-	2,880	-	14,604
Sub-Total		967	-	41,146	-	-	-	-	-	27,012	-	69,125
DKS Associates												
Principal	\$ 255	510	-	2,550	4,080	-	2,040	-	-	2,040	-	11,220
Project Manager	\$ 125	1,250	-	2,500	5,625	-	2,875	-	-	5,625	-	17,875
Project Engineer	\$ 110	-	-	3,300	8,800	-	2,640	-	-	7,920	-	22,660
Admin/Graphics Support	\$ 90	-	-	-	-	-	720	-	-	720	-	1,440
Direct Cost				-	-	-	-	-	-	500	-	500
Sub-Total		1,760	-	8,350	18,505	-	8,275	-	-	16,805	-	53,695
Nelson Nygaard												
Principal V	\$ 197	1,182	-	3,152	4,728	-	3,152	-	-	2,364	-	14,578
Associate Project Planner	\$ 125	250	-	2,750	3,500	-	2,500	-	-	1,000	-	10,000
Direct Cost		75	-	100	75	-	-	-	-	150	-	400
Sub-Total		1,507	-	6,002	8,303	-	5,652	-	-	3,514	-	24,978
Economic and Planning Systems												
Principal, Jason Moody	\$ 250	2,000	-	7,500	2,000	-	-	-	-	-	-	11,500
Project Manager, Ben Sigman	\$ 200	1,600	-	6,800	1,600	-	-	-	-	-	-	10,000
Research Analyst	\$ 115	460	-	5,980	920	-	-	-	-	-	-	7,360
Production Staff	\$ 80	80	-	-	-	-	-	-	-	-	-	80
Direct Cost				400	200	-	-	-	-	-	-	600
Sub-Total		4,140	-	20,680	4,720	-	-	-	-	-	-	29,540
Noble Consultants												
Professional Engineer	\$ 234	-	-	2,808	-	-	-	-	-	1,872	-	4,680
Associate Engineer I	\$ 206	-	-	5,768	-	-	-	-	-	2,472	-	8,240
Project Engineer I	\$ 136	-	-	2,176	-	-	-	-	-	-	-	2,176
Direct Cost				518	-	-	-	-	-	-	-	518
Sub-Total		-	-	11,270	-	-	-	-	-	4,344	-	15,614
BKF Engineers												
Associate	\$ 178	-	-	4,984	-	-	-	-	-	1,780	-	6,764
Engineer II	\$ 126	-	-	8,694	-	-	-	-	-	2,646	-	11,340
Direct Cost				362	-	-	-	-	-	362	-	724
Sub-Total		-	-	14,040	-	-	-	-	-	4,788	-	18,828
Public Dialogue Group												
PDC Team Coordinator	\$ 120	2,400	9,600	-	3,600	-	-	-	-	-	2,400	18,000
PDC Assistant Coordinator	\$ 80	3,200	8,320	-	2,400	-	-	-	-	-	2,400	16,320
PDC Senior Project Advisors	\$ 120	-	720	-	720	-	-	-	-	-	360	1,800
Student Intern Coordinators	\$ 25	-	2,250	-	250	-	-	-	-	-	250	2,750
Other Direct Costs			650	-	350	-	-	-	-	-	100	1,100
Sub-Total		5,600	21,540	-	7,320	-	-	-	-	-	5,510	39,970
Illingworth & Rodkin												
Senior Consultant	\$ 175	-	-	700	-	-	-	-	-	1,050	-	1,750
Staff Consultant	\$ 125	-	-	2,250	-	-	-	-	-	2,250	-	4,500
Sub-Total		-	-	2,950	-	-	-	-	-	3,300	-	6,250
TOTAL FEE		29,004	85,270	171,428	86,738	34,350	111,877	37,450	65,380	148,063	27,350	796,910

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